SELF STUDY REPORT

FOR

2ⁿᵈ CYCLE OF ACCREDITATION

ROYAL EDUCATION SOCIETY'S COLLEGE OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

COLLEGE OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY (COCSIT), COCSIT CAMPUS, AMBAJOGAI ROAD
413512
www.cocsit.org.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

College of Computer Science and Information Technology was established in 2001. This institution is managed by Royal Education Society, Latur, with the mission - Rute Dnyananna Mukti (Liberation is possible with right knowledge). Ours is permanently self-financed multidiscipline college affiliated to Swami Ramanand Teerth Marathwada University, Nanded.

The institution offers under graduate and post-graduate programmes in the field of Computer Science, Biotechnology and Management. The programmes being offered are- **UG:** BCA, B. Sc. (CS), B.Sc. (SE), BBA and B. Sc. Biotechnology **PG:** M.Sc. (CS), M.Sc. (SE), M.Sc. (SAN), and M. Sc. Biotechnology. We have two UGC recognized **Research Centers,** one for Computer Science and another for Biotechnology. The institution is a **Study Centre of YCMOU** courses- B. Com. **a**nd MBA.

Our students and teachers have been consistently excelling in Avishkar, (research festival) arranged at different levels Viz. university, state and national.

The institution has a persistent faith in the spread of state-of-the-art education in the area of the Marathwada region. We have well-equipped Computer and Biotechnology labs and fully Wi-Fi campus with natural ambience.

The institution desires the young in the area to be equipped with modern education. Then only, the students of the soil will be able to take on their global counterparts. Our mission is to liberate the students of this area from ignorance, poverty, unemployment, etc.

Vision

"To Impart Quality Education and Job Oriented Trainings in the Field of Computer Science, Information Technology, Biotechnology and Management Science."

Mission

1) Providing Best Possible education to our students

2) Developing the Skilled human resource

3) Enhancing Employability of students

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. A Supportive and Participative Management
2. Dynamic leadership and visionary management
3. Central location and eco-friendly campus with beautiful surroundings.
4. State-of-the-Art Infrastructure with high configured computer lab and Biotech Labs
5. Career-oriented undergraduate and post-graduate programmes
6. Fully functional Training and Placement Cell
7. Forum activities for enriching personality of the students
8. Additional Training programmes on JAVA, .NET, Software Testing, Web Technology
9. Regular conduction of the campus placement drives of the multinational companies
10. Transparency in governance and administration
11. Good demand ratio of student enrollment and intake
12. Popular Institute for education in IT, Biotechnology
13. A tradition of merit in university examination
14. Committed Institution for welfare of the students
15. Active and supportive Alumni
16. Research Centers with adequate research facilities
17. State of art laboratories
18. Academic Linkages with International and National Research Institutes

Institutional Weakness

1. Unavailability of excellent & qualified teachers.
2. Average placement ratio
3. Being self-financed college no other source than students' tuition fee for mobilization of
4. Student dropout rate is reasonably high
5. Limitation for industrial tie ups due to geographical location Limited space for infrastructure augmentation on the main campus
6. Non availability of Professional Resource Persons
7. Lack of Patent generation

Institutional Opportunity

1. Digital classrooms
2. Increasing the percentage of Placement Ratio
3. Providing the internship in IT and Biotech Industry
4. Providing the off Campus Placement opportunity to our students
5. To have more collaborations with national research institutes and colleges for exchanging the required resources
6. To become an autonomous institution
7. To work with industry for betterment of the students
8. To promote Research environment
9. Consultancy services should be strengthened
10. Enhancement of research activities through Industry Sponsored R & D Projects

Institutional Challenge

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1. To work with industry for betterment of the students.
2. Academic quality enhancement.
3. Retaining the staff
4. Efforts should be made for attracting more good students from other states for admission and pursuing education
5. Increasing placements through campus interviews
6. Financial constraints for infrastructure development
7. Attraction of qualified teaching staff
8. Attraction of students from other states and countries
9. Development of Incubation Centre
10. Promotion of Start-ups
11. Leverage the strengths and network of the Alumni to the fullest of its potential

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution being affiliated to Swami Ramanand University Nanded, follows all the guidelines of the University and UGC while executing the curriculum. Curriculum designing and updating is done by the university itself, by seeking feedback on curriculum form the industry experts, employers, students, teachers, alumni and parents, we recommend the necessary suggestions and changes to our parent university through our BoS (Board of Studies) members. The feedback is analysed and further corrective measures are taken.

In accordance with the academic calendar of the university, the institution ensures effective curriculum delivery through a well-planned and documented process by making and promoting the use of ICT enabled teaching aids. Conduct of Continuous Internal Evaluation (CIE) as per the planning of the institution is taken into account for effective curriculum delivery. The promotion of the NPTEL, MOOC, Udemy, Udacity, Swayam, is done to enrich the curriculum. Choice Based Credit System (CBCS)/elective course system has been implemented successfully.

Integration of cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum is properly ensured. To integrate cross cutting issues in the curriculum, we conduct conferences, workshops and seminars, guest lectures by experts, project work, internships, field work and industrial visits. We promote human and cultural values, social responsibility, secularity, scientific temperament, self-development and transferable skills among the students.

The institute offers 6 undergradute, 5 postgraduate, 2 University Recognized Research Centers in Computer Science and Biotechnology. We have institution-approved 9 Add-on Certificate courses.

Teaching-learning and Evaluation

The admission process is based on first come first served basis and reservation policy of the State Government. It is ensured that, the admission process is transparent and interest of stakeholders is protected.

Criteria for assessment of the learning levels have been carefully decided upon to identify the slow and advanced learners. Further special programmes for slow learners and advanced learners are implemented each

year to make them more confident.

We encourage the advanced learners to take NPTEL courses and participate in Avishkar Festival. To make the teaching and learning more effective, the seminars, surveys, study tours, group discussions are arranged.

Student-centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences of the students.

All the programs are executed as per the academic calendar and adheres to it. It is mandatory for teachers to give teaching plan to the students and office at the beginning of semester.

All the faculty members are promoted and encouraged to publish their research articles in the UGC referred journals. The faculty members who are not qualified are encouraged to appear for NET/SET examinations. .

In order to improve our results and level of attainment of students, the examination reforms are made frequently. Internal evaluation system is transparent. The grievances of evaluation are addressed to the satisfaction of students. To update course curriculum and in bringing examination reforms Student feedback on evaluation is analyzed.

Research, Innovations and Extension

The institution has established an ecosystem through COCSIT Innovation Centre (CIC) and Research center to enhance research activities among faculties and students. The Institution has two research centers offering PhD programmes in the subject of Computer Science and Biotechnology. These research centers encourage the students and faculty members to publish or present research work in various National, International Journals and Conferences. A total of 10 Ph. D. were awarded and at present 14 students are pursuing PhD.

3 faculty members are Ph. D. holders.

Database with reference literature and offers e-resource facility is provided to research students by our library.

38 research papers are published by our faculty in the research UGC care list journals. Our institution has MoUs with 3 national and 1 international institutions and linkages with various institutions. Five National Workshops on IPR are organized. Several programmes on social and environmental issues are organized by NSS Unit.

Infrastructure and Learning Resources

The institution has campus spread over 1.5 acres which have a total built-up area of 4606.32 sq. meters. The institution having G + 4 floors and its campus has sufficient space for all academic, administrative, co-curricular and extracurricular activities. Every department of the institution is well equipped with classrooms, laboratories. The institute has an adjoined playground for outdoor games.

The institution is equipped with high configured 330 computer systems connected with high-speed internet. 40 headphones, 17 projectors, 6 smart boards, 11 printers, 2 scanners, 1 photocopy machine, 1 copier machine, etc. gadgets are used in the institution.

Besides classrooms, administrative office & offices for Principal, Vice-principals, IQAC, YCMOU Study center, Training & Placement Cell, Departments, staff room, Library, NSS unit, Reading Room, Recreation hall, Laboratories, COCSIT Innovative Centre (CIC), Computer, Research, Auditorium, Gymnasium, Seminar Halls, Rest Rooms, Canteen; Yoga, Cultural units; Primary Health Centre, Generators/ Battery /Power House, and Elevator.

The institution has sufficient number of class rooms and seminar halls with ICT facility. There are 300 computers with internet connectivity for the student/teachers. Our library has 11719 books, 10 daily newspapers, audio-books and CDROMs.

In addition to these, we have e-access to 3828 journals and 80409 books. The library is fully automated with Digital Campus. It has separate reading rooms for Boys, Girls and Researchers.

Our sports facilities include a playground, and an indoor sport room for games. The institute has 1 Girls' hostel at the walking distance of the college.

Student Support and Progression

As a part of students support, students are given department-wise platforms to develop their leadership skills. Every department has its separate forum which is operated by the students assisted by one staff member of the respective department. Activities related to key technologies in the curriculum are arranged by the respective forums for the students to develop hard skills and soft skills of the students.

Under mentor-mentee programme, every staff member is allotted 25 students for mentoring. The mentors introduce the mentee the special skill enhancement programmes as per their learning level. A total of 1680 students are benefited by this mentor-mentee programme. All grievances of scholarships are redressed as per the guidelines.

Besides mentor-mentee programme, Intensive Campus Training Programmes on highly demanding skills are organized every academic year during the holidays in between the semesters. The career counseling, alumni guest lectures and industry experts' interaction programmes are arranged for final year students. Distinguished resource persons from various industrialists, entrepreneurs, successful agriculturists and eminent artists guide our students.

Our institution has fully functional Training and Placement Cell through which we organize campus drives of Wipro, TCS, Capgemini, etc.

The institution makes every possible efforts to promote sports activities among the students. The institute organizes intra-college sports competitions in eagerness of the celebration of the annual social gathering of the college. The students exhibit their performances in different sports events at University.

Every year, our students participate in Aishkar and Youth Festival organized by the parent university and they bag medals in some for different performances.

Governance, Leadership and Management

Every programme is meticulously planned before it is launched/ introduced. All academic and administrative reforms take place in tune with our mission, vision and core values of the college. The feedback is regularly taken from all the stakeholders.

Decentralization of the power and responsibilities among the staff members is observed in the our organizational structure. For better administration, the college uses e-governance softwares like Digital Campus by ETH, Tally, coral draw, Photoshop, Pagemaker, License Software of the windows etc. The institution has introduced Computer Science as various Add-on courses and COC certificate courses.

The IQAC of the intuition introduces various quality initiative programmes for quality assurance of institute. Welfare schemes like health insurance for staff. Staff Welfare Fund, are the welfare measures available for the staff. The administration assesses the staff performance annually through Appraisal Report.

The financial requirements are met under the supervision of College Development Committee (CDC) after proper planning through legitimate means like Fees, Grants and other related particulars.

The institution also conducts Academic Audit through self-mode and also by Parent University. The college got 'A' grade in External Academic Audit by Parent University. We have also taken initiatives to run NPTEL courses and workshops on IPR.

Institutional Values and Best Practices

The institution conducts different awareness programs for gender equity. More than 30% of our teachers are women. Special efforts are made for awareness about women empowerment and women rights.

The mentors are assigned to all the students for paying personal attention and knowing their academic and individual problems. Training and Placement Cell in association with MNCs arranges campus interviews for the students.

A campus beautification work is done timely for ensuring the quality environment on campus. Students are made aware of energy conservation through different awareness programmes.

Solar Panel is installed. The green initiatives are undertaken. The institution has adopted solid, liquid and E-waste management processes.

Industry-institute tie ups are initiated to provide internship opportunity and developing employability skills of the students. The Ramp, Scribe, Elevator, Rest Room Facilities are allocated to Divyangjan.

Seminar Series on social issues are organized. Institutional values are regularly spread by celebrating birth and death anniversaries of the national heroes and notable scientists, reformers. All stakeholders through the website and notice boards. Some courses in curriculum include special cross cutting issues addressing in the society. Efforts are made towards conducting a course on moral values and also through handbook on code of conduct.

Two best practices which contributed to develop the confidence and employability are **TRAINING TILL PLACEMENT** and Speech Competition named **"SHABDANCHI ONJAL"** (Handful of Words)

Our Institution provides the best possible education and produces maximum number of skilled resources required for IT and BT industry is the hallmark and distinctiveness of our institution.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ROYAL EDUCATION SOCIETY'S COLLEGE OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY
Address	COLLEGE OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY (COCSIT), COCSIT CAMPUS, AMBAJOGAI ROAD
City	LATUR
State	Maharashtra
Pin	413512
Website	www.cocsit.org.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Nitish Shankrrao Zulpe	02382-229191	9970763030	02382-228646	cocsit365@rediffmail.com
IQAC / CIQA coordinator	Kailas Ramdas Jadhav	02382-228899	9423522278	02382-227779	joykailas@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-06-2001

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Maharashtra	Swami Ramanand Teerth Marathwada University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	25-03-2004	View Document
12B of UGC	26-10-2006	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	COLLEGE OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY (COCSIT), COCSIT CAMPUS, AMBAJOGAI ROAD	Urban	1.53	4606.32

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BSc,Computer Science	36	HSC Science	English	960	940
UG	BSc,Computer Science	36	HSC Science	English	240	210
UG	BSc,Computer Application	36	HSC Any Stream	English	240	4
UG	BCA,Computer Application	36	HSC Any Stream	English	960	525
UG	BSc,Biotechnology	36	HSC Science	English	240	199
UG	BBA,Management	36	HSC Any Stream	English	240	114
PG	MSc,Computer Science	24	Science Graduate or Computer Graduate	English	60	28
PG	MSc,Computer Science	24	Science Graduate or Computer Graduate	English	198	191
PG	MSc,Comput	24	Any	English	120	24

	er Application			Graduate			
PG	MSc,Computer Application	24		Any Graduate	English	60	0
PG	MSc,Biotechnology	24		Science Graduate	English	120	58
Doctoral (Ph.D)	PhD or DPhil,Computer Science	12		PET Qualified	English	10	0
Doctoral (Ph.D)	PhD or DPhil,Biotechnology	12		PET Qualified	English	10	0

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				22
Recruited	0	0	0	0	0	0	0	0	3	0	0	3
Yet to Recruit				0				0				19
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				40
Recruited	0	0	0	0	0	0	0	0	26	14	0	40
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				34
Recruited	32	2	0	34
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	0	0	3
M.Phil.	0	0	0	0	0	0	3	2	0	5
PG	0	0	0	0	0	0	20	12	0	32

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	16	0	21

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
PG	Male	133	5	0	0	138
	Female	163	0	0	0	163
	Others	0	0	0	0	0
UG	Male	1222	10	0	0	1232
	Female	754	6	0	0	760
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	103	139	137	146
	Female	68	99	77	71
	Others	0	0	0	0
ST	Male	13	8	13	9
	Female	3	2	3	2
	Others	0	0	0	0
OBC	Male	164	172	149	148
	Female	116	119	101	99
	Others	0	0	0	0
General	Male	813	811	717	590
	Female	557	565	478	433
	Others	0	0	0	0
Others	Male	149	157	123	133
	Female	86	85	75	66
	Others	0	0	0	0
Total		2072	2157	1873	1697

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
364	346	354	364	362

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	10	10	11	11

2 Students

2.1

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2072	2157	1878	1697	1579

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
598	598	598	671	671

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
387	440	332	278	292

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
40	40	40	40	40

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
40	40	40	40	40

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

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Response: 27

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
87.76	102.29	93.43	53.56	90.40

4.3

Number of Computers

Response: 400

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Curriculum planning:

The total number of working days in each semester is estimated at the beginning of each semester. In both semesters, around 185 working days are utilized for the teaching.

In the staff meeting, all the members of the teaching staff are asked to prepare their teaching plan and to maintain the college academic diary.

Orientation programmes are organized for newly recruited staff members before the commencement of each semester. To deal with newly introduced courses in the curriculum in an effective manner, some staff members are given training.

Staff members visit the learning resources such as the library and websites NPTEL, MOOC, Udemy, Udacity, Swayam, etc. they prepare handouts, question banks, e-contents and design projects/ assignments of their courses to ensure quality in the teaching-learning process.

Our IQAC meticulously prepares Academic Calendar of the institution in accordance with SRTMU, Nanded and promptly monitors activities as per the plan.

Timely conduction of unit tests, pre-semester examinations, curricular, co-curricular and extra-curricular activities are taken into account while preparing the academic plan. The academic calendar is published on the college website and notice board and email forwarded to the teachers and students.

Curriculum delivery:

Theory and practical classes are conducted as per the academic calendar. One or Two-Week long Preparatory Course is arranged for the first-year students every year. The objectives of the programmes are conveyed to all the stakeholders and prerequisites reviewed.

To make teaching-learning effective, teaching staff members are promoted to use different teaching aids, such as PowerPoint presentations, audiovisual aids, projectors, charts, video, etc. For practical sessions, staff members prepare the lab manuals as per the course requirements. Batch-wise practical sessions are conducted. Well-equipped laboratories in computer science and biotechnology are in the service of the students. The aforementioned activities are strictly observed and monitored by the in-charge.

In accordance with the university curriculum, we identify and prepare application-oriented modules which are considered as academic projects. These projects are assigned to all UG and PG first to final year

students and the deadline is given to complete the projects. Project Guides supervise projects and guide the students for the development and completion of assignments-cum-projects.

Feedback on teaching and learning is sought from students in every semester. This helps to understand whether the execution of the curriculum is taking place satisfactorily and necessary actions are taken to improve the teaching-learning process.

Curriculum enrichment:

Value-added courses, Add-on Courses, and Certificate courses are also offered by the institution to enhance the curriculum. The institution has formed Online Learners' Community (OLC) to motivate the students' online learning. A large number of students take free and paid online courses, to supplement their courses. Online Certificate Course Contests are organized and incentives/prizes are given to the best performers.

We introduce certificate courses which help the students to develop their hard skills and soft skills. The courses like Soft Skills and Personality Development, Certificate Course in Advance Java, .NET, Quantitative Aptitude, Logical Reasoning, Plant Tissue Culture, Nursery Compost are generally recommended to the students.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The institution prepares its academic calendar in accordance with the University's academic calendar and adheres to it for the conduct of Continuous Internal Evaluation (CIE). The calendar includes tentative plans for curricular and co-curricular activities based on the available working/teaching days. It also includes the timetable of unit tests, pre-semester, semester-end examination and other important technical and non-technical events to be arranged for internal assessment purposes.

Before the commencement of the academic year, the academic calendar is made public on the college website, displayed on the notice board and circulated in the classrooms so as to make the students aware of the events. Also, the detailed lesson plan/teaching methodology as suited to the syllabus is prepared by each faculty.

The IQAC strictly suggests the teachers to follow the plans chalked out in the academic calendar. For internal evaluation, students' attendance, their score in the unit tests, pre-semester examination, and participation in other important events arranged by the institution are meticulously followed as per the

schedule. The plans and events scheduled in the academic year are executed on top priority so that there should not be any inconvenience.

In case of any required change, the university communicates the modification to the college and the college enforces the same. In any condition, the academic calendar is followed by teachers of all departments.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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 last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 10

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 45

1.2.2.1 **How many Add on /Certificate programs are added within the last 5 years.**

2018-19	2017-18	2016-17	2015-16	2014-15
9	10	6	8	12

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 13.99

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
238	320	212	253	275

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

1.3 Curriculum Enrichment

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

Response:

The institution is affiliated to S. R. T. Marathwada University, Nanded. Designing and modifying the curricula is done by the university. Some courses such as Environmental Studies, Communication and Soft Skills, Principles of Genetics, Human Resource Management, Skills Enhancement Course (SEC) – Enterprise Resource Planning (ERP), Accounting with Tally, Cyber Security, E-Commerce, etc. in the curricula are useful to integrate the said cross-cutting issues.

In addition to the aforementioned courses, the institution, on its part, has introduced some value-added short term courses and bridge courses such as Molecular Biology, SQL Fundamentals, Financial Marketing, Quantitative Aptitude, Logical reasoning, etc. which integrate the said cross-cutting issues which help the students to enhance their skills and abilities.

The cross cutting issues which are not addressed in the curricula such as inequality in the society, empowerment of women, truth, social harmony, national integrity, right conduct, increase in water level of sea, punctuality, honesty, sincerity, respect, accountability, etc. are integrated by arranging special programmes like seminar, guest lecture series, etc.

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

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 1.96

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
7	7	7	7	7

09-03-2021 05:47:43

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 25.43

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 527

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback process of the Institution may be classified as follows: Options:

> **1.Feedback collected, analysed and action taken and feedback available on website**
> **2.Feedback collected, analysed and action has been taken**
> **3.Feedback collected and analysed**

4. Feedback collected

5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	[View Document]
URL for feedback report	[View Document]

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 72.31

2.1.1.1 **Number of students admitted year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
935	1056	940	895	741

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1230	1230	1290	1290	1290

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

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 56.47

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
328	403	313	384	339

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

The institution has developed the mechanism which constantly observes Continuous Comprehensive Evaluation for identifying the learning level of the students. After the admission, slow learners and advanced learners are identified by observing their performance in the previous examination.

Criteria for assessment of the learning levels have been carefully decided upon by the IQAC in consultation with the heads of the departments. Two different criteria are used to classify students into two categories i.e. slow learners and advanced learners. First, the percentage of marks scored in the instant the last examination is considered. Secondly, teachers have informal dialogues with students to judge their understanding level. These two criteria are assigned the weightage of 60% and 40% respectively. In the final reckoning students in the range of 35% to 50% are treated as slow learners, and those who are above 60% are advanced Learners.

Four special programmes for slow learners are in force to develop the level of the learners. Three bridge courses in Computer Science, Biotechnology and in Management of about two week's duration each were attended by 436 students. Remedial courses of a fortnight duration in Computer Science, Biotechnology and Management were conducted every year for 250 students approximately. Mentors pay more personal attention to monitor the gradual progress of these students. For further motivation, prizes are given to those displaying notable progress. For a semester-long duration, Group Discussions activity was arranged to develop communication skills.

Five peculiar programmes for advanced learners are implemented each year. Advanced learners are given other additional assignments. Dividing advanced learners into smaller groups, seminars on the topics of their choices are conducted by them. Apart from these, the institution offers them free access to library resources and additional BT Cards. Advanced learners are also given some guest lectures by the alumni. The Institution has regularly provided incentives in the form of cash prizes, presenting books.

Outcomes of the special programmes implemented for slow learners and advanced learners have been found to be quite substantial. During the informal dialogues with those students, they admitted having benefited a lot from these programmes. The programmes instilled confidence among slow learners gradually lessening their inferiority complex. Carefully monitoring their academic movement, it is seen that bridge courses and remedial course have brought about increasing trend of scoring marks in the class tests and semester examinations. It is also found that these special programmes led students to form small groups and adopted the habit of group study. On the other hand, advanced learners stated that they found special programmes to be intellectually challenging, particularly the successful completion of seminars presented by them.

File Description	Document
Upload any additional information	[View Document](#)
Past link for additional Information	[View Document](#)

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

Response: 52:1

File Description	Document
Any additional information	[View Document](#)

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

Response:

The institution strongly believes in student-centric method of teaching in which the teachers' role is just to facilitate and play an active role in the teaching-learning process. The methods used for teaching mainly concentrate on the students and their problems in understanding the content. The mixed approaches are also used as per the need where student-centric, as well as traditional way of teaching, is implemented for the better understanding of the students. Besides different learning approaches, the ambience of self-study among the students is emphasized.

1. Experiential learning Methods:

Industrial visits, field visits, internship programmes are organized for the UG final year students of Computer Science, Biotechnology and Management which helps them to get practical knowledge and experiential learning. Through projects and case studies students are given exposure to experiential learning. UG and PG final year students of biotechnology take 6-month basic research projects as a part of their curricular activity.

Students are also encouraged to take practical sessions in order to develop their practical knowledge and experiential learning. Lab to land process of learning is observed in the biotechnology department. Biopesticides, Biofertilizers, Bioinsecticides are produced in the laboratories and their effects on the land are checked.

2. Participative Learning:

To encourage participatory learning among the students, various activities like seminars, symposium, poster presentation, debate, quiz and group discussion are conducted on curricular and co-curricular topics in the field of Computer Science, Biotechnology and Management. Students are encouraged to participate in group projects and various activities like conferences and workshops. The institution has established Online Learners' Community (OLC) to motivate the students to participate in the modern way of learning

such as online learning.

College students are also promoted to take active participation in social campaigns like voter awareness, Cleanliness Campaign, Tree Plantation Programme, etc. so that they can learn their social responsibility. Experts from industry, academia and social activists share their experience with the students which prepares for the real-time job scenario.

3. Problem Solving Methods:

Programming languages & aptitude introduced in the curricula of the various programmes help the students to increase analytical thinking. The faculty members give the problem statement to the students and accordingly the students solve them. Case studies, assignments in theory and practical sessions are assigned to the students regularly. The faculty is encouraged to develop new experiments beyond the syllabus. Projects are allotted to the UG & PG final year students of the different programmes to develop their skills.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The institution promotes the use of ICT tools for effective teaching-learning process. Teachers use different teaching ICT aids as per their requirements. They use online study references and provide study material to the students. Teaching aids like projectors, PowerPoint presentations, laptops, desktops, online videos, YouTube videos on the respective subjects and interactive android applications and gadgets such as recorder, camera etc. are widely used by the teachers.

The interactive Learning Management Systems (LMS) named Online Examination System and COCSIT E-learning System are developed for teaching and learning purposes. These LMSs are basically used for taking the online test, providing soft copies of the study material, PPTs and other important instructions related to the teaching-learning process. These applications are also used for enabling online learning, tracking learning progress, providing digital learning tools.

Using projectors, teachers can use less time repeating the same concept once again rather than rewriting all the information. A projector is a powerful tool to take all lessons more easily and helps to prepare all notes prior to the classes. E-content serves various forms such as web-based learning, computer-based learning, smart classrooms, and digital collaboration. It is a combination of text, audio, video, image, animation with visual effects.

Projectors are wall-mounted in the classrooms for easy access to the staff. Teachers bring their PPTs in their removable USB drives and make use of the Projector, as and when required. The Projector system

with high-speed internet access is used by the teachers for displaying the necessary study reference, websites and videos.

Awareness for the ICT enabled tools for effective teaching is done in the Faculty Development Programmes arranged for the staff members. E-content development training programmes are also arranged for encouraging the use of modern teaching-learning tools for the effectiveness of the teaching-learning process.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

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

Response: 52:1

2.3.3.1 Number of mentors

Response: 40

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
mentor/mentee ratio	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Any additional information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 9

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
4	5	3	3	3

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	[View Document](#)
Any additional information	[View Document](#)

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

Response: 7.55

2.4.3.1 **Total experience of full-time teachers**

Response: 302

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

A continuous comprehensive evaluation is an integral part of the institution. Our institution, before the commencement of every academic year, plans internal assessment systematically. In order to maintain transparency and the performance of the students, for that matter, different parameters are set such as attendance, unit test, pre-semester, classroom behavior of the students, assignments, OLC, etc. We conduct

oral, written, and online, without pre-intimation examination for internal evaluation.

The internal marks are based on the performance of the students in the unit test, pre-semester, classroom behavior of the students, assignments, OLC, etc. practical oriented programs and attendance percentage. The attendance report of the students is daily communicated to the parents through SMS. Dates for the submission of assignments and tests are notified on the college notice boards and announced by in-charge professors in the respective classes at least a week in advance. The evaluation of these examinations is done by in-charge teachers. While preparing the question papers, the in-charge teachers give careful consideration of the syllabus prescribed and the portion covered in the classroom. The level of question papers is maintained which is neither too difficult nor too easy for the students. Then question papers are sent to the exam department through e-mail by the respective faculty. Once the examinations are conducted, the answer sheet of the students is evaluated by faculty members within a week. After the assessment of the answer sheets, the concerned faculty distribute the assessed answer sheets to the students to maintain transparency in evaluation. Any doubts or queries of the students regarding given marks are resolved by the teacher and examination department committee. Finalized marks are verified by the teachers and students before displaying them on the notice boards of respective departments. The parents, as well as students, are given the assessed answer sheets on demand to make the transparency in the evaluation process. If any doubts in the evolution process, students may raise their doubts, their doubts vis-à-vis internal evaluation will be solved immediately. Faculty members submitted these final mark sheets to the exam department. The exam department conducts a felicitation program to appreciate the performance of the students in the internal examination.

On the other hand, those who are underperformance are given guidance and remedial classes to improve their performance. The feedback provided to students on their performance helps to perform better next time.

The given process depicts that the continuous internal assessment is carried out with complete transparency in the institution.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

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

Response:

Two types of examinations are given to the students to evaluate their performance. External examinations are conducted by the University and the internal by the institution. The mechanism to deal with examinations related grievances is transparent, time-bound and efficient as well. To maintain transparency in the examination related grievances, the grievances of students are divided into two sections.

    1. Grievances related to internal assessment.

2. Grievances related to external assessment

Grievances related to Internal Assessment:

As part of internal assessment, two unit tests and one pre-semester examination are conducted in each semester with the utmost care given to transparency and fairness. The question papers for internal examinations are prepared by the respective teachers and approved by the Department of Examination. After internal examinations, students are given back their evaluated answer sheets. The students raise their grievances to the examination department. The examination department addresses all grievances related to marks, attendance, merit list, etc. of internal examination. The examination department informs the grievances to the concerned subject teacher. The concerned subject teacher looks into the matter, analyzes and verifies the same and forwards the corrections, if any, to the exam department. The corrective actions on the grievances are taken to satisfy the student. The students are satisfied by resolving their grievances in time-bound of a maximum of 2 days.

Grievances related to External assessment:

External examinations are held in the institution as per university guidelines and norms strictly. All the issues related to external examination are addressed by the Chief Superintendent and Joint-Chief Superintendent of the exam center. Question papers are downloaded and printed 30 minutes before the commencement of examination as suggested by the university. For any issues and grievances related to the external assessment, students need to apply to the University. To maintain the transparency, there are three ways- re-checking, re-evaluation and photocopy of the answer sheets through which the students get the clarification about their queries and doubts in the assessment. The university lays the charges of Rs. 180/- per paper for getting the photocopy of the answer sheet and for re-evaluation and rechecking charges of Rs. 350/- per paper. The maximum time period of resolving the issues in the assessment process is of 40 days. The administrative office of the institution guides the students about the process of the re-checking, re-evaluation, and photocopy of the answer sheets. The same is also explained on the website of the SRTMUN. For errors like the mark sheets indicating that the student was absent, the institution promptly sends the duly certified attendance sheet to assist in locating marks in the exam branch and correcting discrepancies. The institution is dedicated to providing students with time-bound, transparent and efficient solutions for their examination related grievances.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

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.

Response:

The institution is affiliated to Swami Ramanand Teerth Marathwada University, Nanded. The program outcomes (PO) and course outcome (CO) are designed by SRTM University, Nanded. We have clearly stated the POs and COs to the students and staff members. The Program outcomes and Course outcomes are also displayed on the website of SRTM University, Nanded as well as on the website of the institute. The POs are also displayed in each department for a better understanding of the students and faculty.

POs and COs are disseminated to faculty members through syllabi file. Faculty members communicate the Course Outcomes to the students at the beginning of every semester.

The program outcomes and course outcomes are available at http://www.srtmun.ac.in/en/bcud/academic-section/syllabi.html and also available on the college website at http://cocsit.org.in/

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	[View Document](#)
Past link for Additional information	[View Document](#)

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

Response:

Through following different methods we attain POs and COs:

Continuous Internal Assessment (CIA): By conducting Unit Tests, online examinations, Surprise Classroom Tests, Practical Tests, Pre-semester Examinations, we assess attainment of the outcome of POs and COs. Further, results of all these internal examinations are evaluated to identify the rankers.

University Examinations: The results of University theory and practical examinations help us to identify attainment of the outcome of POs and COs. Every semester result of each course is systematically analyzed for further actions and remedies. We conduct the class-wise meetings of the faculty members and suggest them to arrange remedial classes for the students who failed to clear.

Mock interviews: We conduct mock interviews to evaluate the students' performance and accordingly upgrade or train them to cope up with problems which help them to get placements in multinational companies.

Placements: The placement record of the students gives an indication of the attainment of POs and COs.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional information	[View Document](#)

2.6.3 Average pass percentage of Students during last five years

Response: 68.69

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
400	446	329	284	293

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
606	575	442	463	457

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View Document]
Paste link for the annual report	[View Document]

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document]

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of endowments / projects with details of grants	View Document

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

Response: 0

3.1.2.1 **Number of teachers recognized as research guides**

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

3.1.3.2 **Number of departments offering academic programes**

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	4	4	4

File Description	Document
List of research projects and funding details	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

The institution has established an ecosystem through COCSIT Innovation Centre (CIC) and Research center to enhance research activities among faculties and students. CIC members are carefully developing a new approach among students and teachers about research activities in Computer science, Biotechnology and Management Science. This platform provides all facilities and supports to empower the students to become technically strong, to improve their knowledge, to invent or innovate new things and train them to face new challenges.

This also motivates the students and faculty members to participate in 'Avishkar'-research convention organized by Chancellor of Maharashtra State, 'Anveshan'-student research convention organized by AIU. Besides this, students and faculty members are promoted to participate in different competitions like Poster Presentation, Paper Presentation, Debate competition, Technical skill development, and Quiz competitions.

The Institution has a research center in Computer Science and Biotechnology which encourage the students and faculty members to publish or present research work in various National and International journals and conferences. For participating in conferences, workshops and for field work institution provides duty leaves as well as management always rewards the faculty members who successfully completes their research work. To inculcate research attitude among students and faculty members, this ecosystem in association with industries organizes workshops, Guest Lectures, and Seminars. CIC promotes and guides the researchers to do research, develop technologies and file a patent application by providing required facilities like well-equipped laboratories, Internet facilities, and Library.

Our Achievements:

1. Research Center

Achievements :

- A total of 38 Research papers have published in Journals.
- Some staff members won the prizes in National and International conferences.
- 10 Research Scholars completed Ph.D. and 14 Research scholars are pursuing their Ph.D. through our research cente**r.**

2. CIC

Achievements:

- Our students and teachers won Prizes in Avishkar and Anvenshan Research Festival.
- Yogesh Dayama won the Zee24Taas Young Innovator Award for his innovation in agriculture.
- Yogesh Dayama won the Natrajan Education Society (NES) Innovation Award.
- 345 students and staff members have completed NPTEL and Udemy online courses.
- Organized five workshops on IPR.
- Submitted one patent applications for approval.

File Description	Document
Upload any additional information	[View Document]
Paste link for additional information	[View Document]

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

Response: 7

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	1	0	0

File Description	Document
Report of the event	[View Document]
List of workshops/seminars during last 5 years	[View Document]

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

3.3.1.2 **Number of teachers recognized as guides during the last five years**

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 1.05

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
9	12	18	2	1

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)
Any additional information	[View Document](#)

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 2.28

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 last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	20	4	65	1

File Description	Document
List books and chapters edited volumes/ books published	[View Document](#)
Any additional information	[View Document](#)

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 last five years.

Response:

Describe the impact of extension activities in sensitizing students to social issues and holistic development within a maximum of 500 words.

Our Institute encourages students to actively participate in extension activities especially focusing on social awareness and holistic development.

Institute has established a committee for an extension activity, this committee monitors the extension activities organized by the Institution. The institution majorly focused on the following extension activity through which the holistic development of the students is observed regarding social issues.

Library facility for Senior Citizen: The institution provides space to the Senior Citizens Club to organize their activities. Group of 11 students of our institute collect the requirement of books from senior citizens and provide them books from the institute library accordingly twice in a week. In the last three years, total 45 senior citizens were benefited through this extension activity. During the last academic year 15 senior citizens took the benefit of library services.

Information about online services (Banking and Other): Our IT students also involved in the extension activity, they provide information about online banking services to senior citizens club. In the last two years, total 30 senior citizens were benefited through this extension activity.

Extension activity for farmers: Plant Health Clinic of the institution helps the farmer to improve their crop yield and to minimize the cost of production by utilizing on-farm resources. Every year students of Biotechnology department through this activity provide the information to the farmers of the nearby area regarding the use of bio-fertilizers, bio-insecticides, and bio-pesticides. Also, suggest the farmers to avoid the heavy use of chemical fertilizers and insecticides. Through this activity 60 farmers were benefited.

Apart from the above extension activity our students enthusiastically participated in rallies such as 'Unity Run', 'Voting Awareness Rally', etc. Students also took part in a cleanliness campaign. 30 students were participated in a special Cleanliness Campaign at railway station Latur in February 2018. 'Oath for Cleanliness' was given to all the students on account of Swachhata Pakhwada conducted by the central government. Students have actively participated every year in blood donation programmes and Hemoglobin detection camp initiated by our institute in association with Bhalchandra Blood Bank, Latur & Arpan Blood Bank, Latur to create and spread social awareness amongst students and society. 'Shivjayanti Utsav', 'Gandhi Jayanti', 'Dr.B.R. Ambedkar Jayanti' and such death and birth anniversaries of eminent social figures were celebrated by the institution every year to motivate & to let know them about social reformers' contribution to the society. "International Yoga Day" celebration on 21st June and meditation are activities that promote students to engage with health awareness as well as contribute to their personality development.

All these events and ascertained the participation of students in activities that enhanced their life skills. The institution aims at the holistic development of the students and their interaction with the community enhances their understanding of social issues.

File Description	Document
Upload any additional information	<u>View Document</u>
Paste link for additional information	<u>View Document</u>

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 16

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
6	3	2	3	2

File Description	Document
Number of awards for extension activities in last 5 year	<u>View Document</u>
e-copy of the award letters	<u>View Document</u>
Any additional information	<u>View Document</u>

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 38

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
6	7	5	10	10

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 23.71

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 last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
163	503	214	731	519

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 14

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	3	1	3	1

File Description	Document
e-copies of related Document	
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 12

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	2	2	2

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	

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Criterion 4 - 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.

Response:

The institution has campus spread in 1.5 acres which have a total built-up area of 4606.32 sq. meters. The institution having G + 4 floors and its campus has sufficient space for all academic, administrative, co-curricular and extracurricular activities. Every department of the institution is well equipped with classrooms, laboratories, etc.

Classrooms / Seminar Halls: As per the UGC Requirement Institution has excellent physical infrastructure and adequate facilities, which include 25 classrooms, out of which 12 classrooms are ICT enabled. The institution has two seminar halls & one is ICT enabled. Each seminar hall has a seating capacity of around 250 persons. The institution has also an open auditorium which is used to organize cultural & educational events. The institution has well equipped and ICT enabled 7 Computer Labs, a Project Development lab, a Computer Networking Lab, 1 Online Learners' Community (OLC) Lab & 5 Biotechnology Laboratories.

Computing Equipment: The institution is equipped with high configured 330 computer systems connected with high-speed internet. 40 headphones, 17 projectors, 13 smart classes, 11 printers, 2 scanners, 1 photocopy machine, 1 copier machine, etc. gadgets are used in the institution.

Besides this, administrative office & offices for Principal, Vice-principals, IQAC, YCMOU Study center, Training & Placement Cell, Departments, staff room, Library, Reading Room, Recreation hall, etc. are there.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

Cultural activities:

To boost stage confidence and leadership abilities, students are trained for anchoring of various events. A special room is allotted for the practice of various cultural programs. The musical instruments, such as recorder, microphone, amplifier, etc. required for singing, dancing, drama, mime, etc. are easily made available for the students.

Every year, students participate in the Youth Festival and Annual Social Gathering to showcase their hidden talent and skills. We provide all the necessary facilities such as coaches, musical instruments, etc. to nurture the talent of the students and increase the performance in the competition. Our team received the first prize in the youth festival for *"Adivasi Nrutya",* for the same genre, twice in the last five years.

Sports:

The institution has spacious ground for outdoor sports and adequate facilities for indoor sports. Interested students are given all the necessary coaching on sports as per their expectations. A full-time dedicated trainer and two visiting sports trainers are appointed by the institution. By organizing institution-level sports competitions, competent sports persons are identified and accordingly, they are provided required facilities.

We promote our sportspersons and potential players to participate in various sports competitions being organized by the university and other agencies. In the last academic year, two students got First and Third prize in University Level Wrestling Competition and one is selected for Central Zone Competition. Second prize in chess zonal level competition is received by our team and one of them is selected for Central Zone Competition. Our team got the first and second prize in athletics and two of them were selected for Central Zone Competition. For powerlifting, 1 student got the second prize. A team of five students got the third prize in badminton. 2 students got the first and the second prize in boxing. Around 300 students participate in various university level sports competitions.

Gymnasium:

The institution has a well-equipped Gymnasium facility on the ground floor of the institution. We have been providing the following facilities through our gymnasium:

1. Machine exercise
2. Free weight exercises
3. Weight lifting, etc.

The major equipment includes Bench Press Machine, Lat-pull down machine, Shoulder Press Machine, Free-weight bench, Incline Chest Press, Leg Press, Leg extension, Leg Curl, Triceps pushdown, Multi-station, Dumbbells, Functional cross feet station, Barbells, etc. The gymnasium facility is made available as per the timetable of the respective classes. The average number of students visiting the gymnasium is around 30 per day.

Yoga Center:

The institution has a Yoga Center on the top floor which is under the supervision of a trained Yoga Instructor. The center is open for students and faculty members from 6.00 a.m. to 7.30 a.m. every Sunday. International Yoga day is celebrated by the yoga center. Yoga Training Sessions of a weeks' duration twice in a year for faculty members and students are conducted. 128 faculty members and 130 students were benefited through this yoga center during the last five years.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 48.15

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 13

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 21.85

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
19.6	36.96	23.98	5.67	13.14

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

We have been using *ETH Digital Campus –CE* since 2013 for the automation and smooth functioning of library work. It is well stocked with a wide range of books, journals, newspapers, projects, and periodicals. It is also helpful in keeping and maintaining records like catalogs, books, newspapers, clippings, articles, reports, letters pamphlets, serials publications, etc. where we can download e-journals, articles and access the free database. Library premise is fully covered with CCTV surveillance for 24x7 having a backup of the last 5 days.

E-journals viz. INFLIBNET, N-List, e-ShodhGanga, e-ShodhSindhu, e-PGPATHSHALA, UGC INFONET: DLC are open for all the students and faculty members, they can be accessed remotely using computers and smartphones anytime, anywhere.

Digital library having internet access for 24x7 of 60 MBPS bandwidth is used to access all the E-journals and available e-books in the library. Students accessing the library will be given credentials to access the library, by signing in they can get connected to vast e-resources available online and offline.

Institutional library repository consists of formally organized and managed a vast collection of digital content, e-books, syllabi, question papers, year-wise sorted newspaper-clippings of the institutional news published till date, research papers, Ph. D. thesis and conference souvenirs, for all the staff and students.

ETH Software provides full automation in the library work. The details of the ILMS are as follows:

- Name of ILMS: **ETH Digital Campus – CE**
- Nature of automation (fully or partially): **Fully**
- Version: **5.4.3.**
- Year of Automation: **2013**

The Functions of the ILMS:

- Student and staff membership entries
- Entries of Books
- Book Issue and Return
- Stock Checking
- Students' I-Card print
- Due Collection
- OPAC
- Book Barcode Print
- View the Reports
- Students Barcode Print

The maintenance of the aforesaid ILMS is done regularly for better functioning.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional Information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

> 1. **e-journals**
> 2. **e-ShodhSindhu**
> 3. **Shodhganga Membership**
> 4. **e-books**
> 5. **Databases**
> 6. **Remote access to e-resources**

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.87

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
0.74267	0.25248	1.00161	1.31907	1.03714

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 6.63

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

Response: 140

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution has 08 modern computer laboratories which are facilitated with 330 computers having internet access to the students and staff members. All the necessary accessories and peripherals like printers, LCD projector, UPS with power backup & CCTV Surveillance, etc. are at place.

Two broadband internet connections are available in the institution out of which one is of 50 MBPS provided by Omkar Infotech Pvt. Ltd. which is supported by a backup line of 10 MBPS provided by Skynet Communication. All the computers are connected through wired and wireless networks and internet access is controlled by the Cyberoam firewall. The Wi-Fi connectivity covers about 80% of the campus area.

The institution has two servers named '*ETH*' and '*IBM*' for the admission process, library management and conduction of online examination. Licensed Software, *Microsoft Desktop Education All Lng License/Software Assurance Pack Academic OLV 1License Level E Enterprise*, has been subscribed for educational purposes.

We have 13 smart classrooms equipped with state-of-the-art facilities and technology. Annual Maintenance Contract (AMC) of the server is done by ETH annually. Other technical up-gradation of machines and software is maintained by the Department of Network Technology of the college.

The college website is designed, developed and maintained by our development team.

A year wise report of the IT facility up-gradation is given below:

2014-15

- 2 TV sets purchased
- 10 Portable projectors purchased in July 2014. (Projectors:12)
- Purchased 1 color Printer

2015-16

- Microsoft License renewed in May 2015
- Purchased iBall web camera for exam department in January 2016
- 1 Laptop purchased in Feb 2016

2016-17

- Microsoft License renewed in June 2016
- Biometric machine purchased in June 2016
- Purchased 60 Dell Computers in July 2016
- Online UPS Batteries purchased in August 2016.
- The firewall system (Cyberoam) renewed in December 2016.

2017-18

- Purchased Desktops (HP 80 computers in June 2017)
- 2 Air pro access point Purchased in June 2017.
- 7 Portable projectors purchased in Aug 2017. (Projectors:19)
- 1 CCTV Camera purchased in August 2017.
- Microsoft License renewed in Sep 2017.

2018-19

- Purchased Desktops (LENOVO 24 computers in July 2018)
- Purchased 10 new DVRs in July 2018
- Purchased of new 18 switches. (24 port Gigabytes in July 2018)
- In October 2018, new backup internet connection for emergency work- Sky Net Communication Broadband line of 10 MBPS
- In November 2018, existing (Omkar InfoTech) broadband line of 4 MBPS upgraded to 50 MBPS
- Microsoft Desktop Education all Language License renewed in November 2018
- SQL Server, Visual Studio licenses purchased in April 2019

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 5:1

File Description	Document
Upload any additional information	[View Document](#)
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	[View Document](#)
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 49.65

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

2018-19	2017-18	2016-17	2015-16	2014-15
46.15	50.34	46.8	30.46	35.71

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

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.

Response:

Infrastructure of the institution, 25 classrooms, 8 computer laboratories, 5 biotechnology laboratories and 2

seminar halls, staff rooms, reading room, ladies room, tiffin room etc., is utilized for conducting academic activities such as conducting theory and practical sessions, organizing cultural and sports events, conducting online examinations and other administrative work. Management has decided to have the in-house maintenance team to look after the maintenance work of computer laboratories, academic building, biotechnology laboratories, library, class rooms, etc. The policies and procedures of maintenance work are finalized by CDC and further IQAC executes the maintenance work as per the schedule sanctioned in the meeting.

The institution has appointed full-time building supervisor, plumber, electrician, sweepers and cleaners for maintenance and repair purpose. We also hire some service providers for some of the maintenance work such as biotechnology instrument maintenance, hardware repairing.

Maintenance of Laboratories:

The Institute has adequate number of well-designed and properly-maintained laboratories as per statutory requirements. All the laboratories are well-equipped with provisions of safety aids such as fire extinguisher, first aid box and display of safety instructions. The repair and maintenance work is done by maintenance department of the institution. Teachers conducting practical sessions mention the hardware, software, instrument maintenance and other laboratory issues of that lab in the maintenance register. The reported issues are resolved quickly and regularly. All outdated and old computers are identified and further disposed as per e-waste policy of MPCB.

Building and Electrical Maintenance

The institution has appointed an electrician and a building supervisor for the maintenance such as painting, construction and other renewal of the physical infrastructure. Wiring and electrical issues such as laboratory electricity backups, fitting of electrical appliances in the institution are done by electrician as per need.

Security

For the surveillance of premises of the institution, full time dedicated team of watchmen, supervisors, guards are appointed by the institution itself. Besides the security persons, CCTV surveillance of the major sections of the building such as building entrance, labs, offices, corridors, etc. is done 24×7. Regular maintenance of CCTV systems are ensured timely.

House Keeping and Gardening

Dry and wet cleaning of class rooms, seminar halls, laboratories, faculty rooms, office, library, corridors and wash rooms is done daily on top priority. Cleaning and maintenance work of garden and premises of the institution is regularly done with the help of Gardner, sweepers, laborers who follow the schedule of maintenance.

Procedure for Utilization of Support facility:

I. Utilization of Laboratories:

Standard Operational Procedures for handling various chemical, equipment and instruments are strictly

followed. Dead Stock register is maintained and updated regularly. Dead Stock verification and inspection is carried out by the heads at the end of the academic year. Any deviation/discrepancy in any of the above is brought to the notice of the Principal immediately.

Utilization of Library:

Library Cards are issued to the students within one week after taking admission. Every week, two books per students are issued on library card. Non-return of library book on time is fined. Staff members also access online journals and magazines in the e-library. Students use the reading rooms available in the campus from 8.00 a.m. to 06.00 p.m.

Utilization of Classrooms:

At the beginning of the academic year, classrooms are allotted as per the student strength of the programme. Lectures and practical sessions are regularly monitored by the heads, Vice-principals. Classrooms are utilized for conducting theory classes, internal and external examination, other competitive examination organized by other agencies/departments.

Utilization of Computer and Biotechnology Laboratory:

All computer and biotechnology laboratories are allotted to different classes. They are utilized for the conduction of practical sessions, online examination, research work of research scholar and academic project work right from morning 8.00 to evening 6.00.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 17.47

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
234	297	323	389	350

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the

following

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 5.55

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
71	96	117	70	150

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload any additional information	<u>View Document</u>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<u>View Document</u>
Details of student grievances including sexual harassment and ragging cases	<u>View Document</u>

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 42.06

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
84	118	160	132	193

File Description	Document
Upload any additional information	<u>View Document</u>
Self attested list of students placed	<u>View Document</u>
Details of student placement during the last five years (Data Template)	<u>View Document</u>

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 173.9

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 673

File Description	Document
Upload supporting data for student/alumni	<u>View Document</u>
Details of student progression to higher education (Data Template)	<u>View Document</u>
Any additional information	<u>View Document</u>

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 0

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations,** *etc.***)) year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 17

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) year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
4	5	2	2	4

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

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

Response:

Every year, we form the student council as per the guideline of the Maharashtra Universities Act 1994. At the beginning of the academic year, class representatives (CRs) are identified on the basis of their merit in the previous examination. Ladies Representative (LR), Cultural Representative (CR) and NSS Representative and Sports Representatives are identified as per the provision of section 40(2)(d) of Maharashtra Universities Act 1994 to look after their concerned activities conducted throughout the year. These representatives elect their General Secretary (GS) in a democratic way for the academic year.

The office-bearers of the students' council- Secretary, Members, Ladies, Sports, Cultural, and NSS representatives actively organize, monitor and involve in various activities. Intra-college and inter-college level sports & cultural activities are introduced in the institution for encouraging and developing sports culture among the students by students' council. Meetings of the council are held timely. Opinions and suggestions recommended by the council are welcomed and approved by the management.

Notable progrmmes carried out by the student council during the last five years are organizing annual social gathering (COCSIT Festival), organizing curricular, co-curricular and extra-curricular activities in the institution.

The institution has formed following academic, administrative committees extension services, forums and associations on which college students are appointed as the representative for active participation of students in the academic and administrative work of the institution.

Academic and Administrative Committees:

1. Central Governing Committee
2. College Development Committee
3. Internal Quality Assurance Cell (IQAC)
4. Research Committee
5. Student Council
6. Library Committee

    7. Grievance Redressal Committee
    8. Anti-Ragging Committee
    9. Sport & Cultural Committee
   10. Hostel Committee
   11. Canteen Committee
   12. Vishakha Committee

The roles of students nominated on various academic and administrative committees by the Head of Institution are as follows:

1. Representation of students' problem.
2. Giving their opinions, suggestions, and feedback on different academic and administrative work.
3. Helping the institution to organize various programs such as conferences, Seminars, Social activities, etc.

The suggestions and recommendations made by the student representatives are noted by the respective committee coordinator and they are put forth in the meeting of the IQAC for further action.

File Description	Document
Upload any additional information	[View Document](#)
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 18

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
18	18	18	18	18

File Description	Document
Upload any additional information	[View Document](#)
Report of the event	[View Document](#)
Report of the event	[View Document](#)
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	[View Document](#)
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	[View Document](#)

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

Response:

The institution has a registered Alumni Association named 'COCSIT Alumni Association' bearing registration number MH/18295/08, which is registered in the year 2008. Presently it has 9 body members.

The main objective of the COCSIT Alumni Association is to enroll all alumni as members of the association and facilitating active participation of the alumni in appropriate activities, events, and initiatives of the institution.

College of Computer Science and Information Technology Alumni Association Members.

Name of Alumni Association body member	Designation in committee
Mr. M. R. Patil	President
Mr. V. D. Patil	Vice-President
Mr. M. I. Sharma	Secretary
Mr. A. S. Shinde	Joint-Secretary
Mr. B. M. Sontakke	Treasurer
Mr. N. S. Zulpe	Member

Mr. N. A. Mhetre	Member
Mrs. R. R. Londhe	Member
Mr. S. C. Jirge	Member

The representation of alumni is on Internal Quality Assurance Cell (IQAC) and other academic committees established in the institution. They support to the college by sharing their professional experience with current batch students and motivating them through various activities like delivering guest lectures, conducting mock interviews of students and arranging seminars on career program and current scenario of industrial culture.

The alumni association of the institution conducts alumni meet annually, where the alumni members give feedback on curriculum provided by the institution. The alumni also give the inputs regarding latest tools/technologies to the current batch students in the form of lectures. This is a very good opportunity for the students, faculty members to interact with the alumni. The feedback of alumni is assessed by the Principal and alumni association members to identify and fill the gaps in subject knowledge and understanding. Infrastructure facilities are being regularly upgraded or expanded to meet the requirements and aspirations of students based on suggestions given by alumni in alumni meet.

The alumni association invites alumni working in different industries to conduct mock interviews of students. Alumni conducts mock interviews of the students and gives suggestions regarding how to answer the questions asked in interview.

The major activities and contributions of the association are:

- Organizing career guidance by inviting eminent alumni from different industries.
- Helping the placement of students in the organizations/companies where our alumni are the employees.
- Members serve as resource persons for industry-academic events/sessions organized by the institution.
- Alumni serving in various sectors such as social work, politics, judiciary, education, business, etc.: act as ambassadors of our institution.

A large number of faculties are our alumni occupying key administrative positions like Principal, HoD, and Hostel Committee members in the institution. In short, our alumni, directly and indirectly, contribute to the overall development of the institution through co-operation, moral support and help the institution in catering to the needs of the & needy sections of the society.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: A. ? 5 Lakhs

File Description	Document
Upload any additional information	[View Document](#)
Link for any additional information	[View Document](#)

Criterion 6 - 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

Response:

The institution strongly believes that quality education provides the better employment to the students. We work according to our vision and mission to attain the quality.

Vision:

"To impart quality education and job-oriented trainings in the field of computer science, information technology, biotechnology and management Science"

Mission:

1. Providing the best quality education to our students
2. Developing the skilled human resource
3. Enhancing employability of students

As per the Maharashtra Public University Act 2016 under section 97, the institution has established the College Development Committee (CDC) which plans and monitors academic and non-academic activities of the institution.

As per the Vision and Mission, the institution has designed the perspective plan of five years which includes the Accreditation of NAAC with better CGPA, Good NIRF ranking, Increase the employability of the students, develop research attitude among every staff members and preparation for submission of autonomy.

At the beginning of each academic year, the CDC conducts the meeting to define the quality improvement strategies to be adopted in accordance with vision and mission statement of the institution. The Principal with the help of IQAC identifies current needs of the industries and accordingly asks to organize training programmes, guest lectures, seminars, workshops and conferences on advancement in the field of Computer Science, Bio-technology and Management to enrich the university curriculum.

Through effective decentralization, the institution practices successful delegation and enhances the productivity of the institution. Well defined hierarchy governs college administration to ensure quality in education. Through participative management, heads of the department handle their allotted activity and ensure its complete and constructive delivery. Every teaching staff is included in the decision making process and their suggestions are considered to make changes in teaching learning and general academic issues.

To enhance the quality of education and increasing the employability of students, college planned to work on following fronts:

- Designing and developing course e-contents.
- Expanding the highly configured Computer, Biotechnology & Language labs.
- Promoting research and innovative ideas to the students and staff members through research centers.
- Developing small projects in accordance with the curriculum to attain the objectives of the courses.
- Developing smart classrooms.
- Promoting online learning culture and motivating students to take certifications of reputed institutions.
- Provide training to the eligible student for campus drive.

The institute has decision making bodies like Central Governing Body, CDC, IQAC and various committees in which Principal, Vice-principals, HoDs, Teaching, Administrative staff members and students are included, so that representation of every constituency is taken in to account while taking the decisions.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

The institution practices a decentralized and participative administration system. Department of Computer Science, Biotechnology and Management Science work with integrity and involve every stakeholder while taking and making academic decisions. The institution has developed a well-organized hierarchy and it also maintains coordination among all the designations.

Students, parents, academic partners, members of staff are given liberty to make suggestions and thus are involved in the decision making the process of the institution.

The administration of the institution is looked after by various committees established for the smooth functioning of the institution such as, Central Governing Committee, College Development Committee, Internal Quality Assurance Cell (IQAC), Research Committee, Student Council, Library Committee, Grievance Redressal Committee, Anti-Ragging Committee, Sport & Cultural Committee, Hostel Committee, Canteen Committee & Vishakha Committee.

A Case Study: **Library Committee**

A decentralized system of administration is observed by analyzing the functions of the library committee. The committee receives the requirement of the books, journals, magazines from the students, staff members and departments and puts forth it in the general meeting of the library committee. The committee consists of Principal as a chairman, librarian as a secretary and members as teachers and students.

Requirement received from teachers and students is scrutinized and keenly observed. Simultaneously the current stock is verified and finalized by the committee. The list of requirements is further sent to the management through the Principal for approval. Management Committee approves it and follows the purchase procedure.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The IQAC of the institution successfully implemented many of the activities mentioned in the perspective plan of the organizations. To make perspective plans successful, every year strategic plans are chalked out for the development of institution.

The institution has designed the perspective plan of five years which includes the Accreditation of NAAC with better CGPA, Good NIRF ranking, Increase the employability of the students, develop research attitude among every staff members and preparation for submission of autonomy.

Institution works on different fronts for enhancement of skills and employability of the students. As a part of strategic plans, we regularly organize following programmes for enhancement of the skills of the students.

- Arranging year-long Campus Training Programme.
- Formation of Online Learners' Community(OLC)
- Activities of the different Forums
- Organizing guest lectures, seminars of the industry experts.
- Personality and soft skills development workshops.
- Development of infrastructure

Year-long Campus Training Programme:

Every year we organize year-long campus training programme for final year appear students. As per industry needs, we meticulously design course content for the programme. This programme is imparted to the students who are willing to get placed in different companies through campus interview. Accordingly, we conduct test and interviews to select the students for this programme.

Commencement of the programme takes place usually in the month of May every year. By organizing induction programme we convey the importance of the programme, disciplinary rules, time table, course contents, tests and test patterns, tentative plans of the companies' campus and off campus interviews to the

students. Timely students are given assignments, practice tests and mock interviews to observe their performance in the programme.

This year long campus training programme helps the student to get placed in different companies and other sectors. As a result of **this 586 Number of students have been placed in last five years** through campus and off campus interviews.

File Description	Document
Upload any additional information	[View Document]()
strategic Plan and deployment documents on the website	[View Document]()
Paste link for additional information	[View Document]()

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.

Response:

Organizational structure

The institution is having its own Governing Body, College Development Committee and various committees to look after each and every activity in the organization.

1. **Central Governing Body (CGB):**

Roles and responsibilities of CGB are:

1. Sanctioning the budget.
2. To define the process of recruitment and promotion is identified by the CGB so as to ensure the quality in the work the same is notified to all the faculty.
3. Defining the service rule procedure and codes.
4. Advise the Principal regarding the intake capacity of various programs and discuss various other matters relating to the internal management of the college.
5. Observing and monitoring the activities of the organization to ensure the quality of the work

1. **College Development Committee:**

It comprises of Chairman, eminent persons of the society, nominated teachers and non-teaching representatives, Alumni, Student representative.

Functions of College Development Committee:

1. Planning the strategic directions to guide and direct the activities of the organization;
2. Giving approval to the academic and non-academic programmes proposed by the different administrative committees of the organization.
3. Ensuring the effective management of the organization and its activities.
4. Make recommendations to the management for the improvement of the standard of teaching in the college.
5. Determine the programme of instruction and internal evaluation and to discuss the progress of studies in the college.
6. Prepare the annual report on the work done by the committee for the year ending and submit the same to the management.
7. To prepare the budget

III. Administrative Committees and Academic Bodies:

This organizational structure i.e. staff level which comprises Academic Bodies and Administrative Committees such as Internal Quality Assurance Cell (IQAC), Research Committee, Student Council, Library Committee, Grievance Redressal Committee, Anti-Ragging Committee, Sport & Cultural Committee, Hostel Committee, Canteen Committee & Vishakha Committee. All the above-stated committees have a similar structure of governance. Principal as the Chairman, and the concerned Faculty In-charge as the Coordinator of the respective committee.

The function of the Academic Bodies and Administrative Committees

1. To decide the entire academic activities of the institution, framing policy matters and its execution.
2. To create academic ambiance, decision-related to academics like, admission, different courses, time table, workload, schemes, tests, maintenance of infrastructure, library purchases, etc. are taken by the academic committees.
3. The IQAC with the Principal and faculty in-charge ensures the implementation of the policy matters regarding quality enhancement.
4. Facilitating the creation of a learner-centric environment conducive to quality education.
5. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
6. The Staff secretary coordinates all the staff and the grievances of the staff will be addressed by the grievance redressal cell of the college.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**

3.**Student Admission and Support**

4.**Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

The administrative system of the institution has developed an atmosphere of co-operation, sharing knowledge, innovations, and empowerment of the faculty in the planning and implementation of all activities. The college has a welfare mechanism for teaching and non-teaching staff.

The various welfare schemes for teaching and non-teaching staff:

- The institution provides **short term as well as long term advances** to teaching and non-teaching staff members.
- **Personal loans** are also being arranged with a corporate guarantee.
- **Salary increments** are enjoyed by the staff.
- Priority in admission and fee concession is given to the wards of the teaching and non-teaching staff members in school, junior college and senior college run by Royal Education Society.
- Uniforms to the non-teaching staff members are given free of cost.
- Employee Provident Fund (EPF) facility is provided to teaching and non-teaching staff members.
- Faculty doing research are motivated and promoted for their research work by providing library and state-of-art laboratory. Faculty members are encouraged to enroll for the Ph.D. program.

Financial support in the form of registration fees, TA & DA, etc. is provided to faculty members to attend various programmes like National / International conferences, workshops and FDPs carried out at different levels.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 15

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
10	2	16	0	2

File Description	Document
Upload any additional information	[View Document](#)
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 6

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

2018-19	2017-18	2016-17	2015-16	2014-15
5	9	6	4	6

File Description	Document
Upload any additional information	[View Document](#)
Reports of Academic Staff College or similar centers	[View Document](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development

Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 135

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

2018-19	2017-18	2016-17	2015-16	2014-15
66	50	63	43	48

File Description	Document
Upload any additional information	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

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

Response:

The institution has developed a well-organized Performance Appraisal System to measure the performance of teaching and non-teaching members of staff. The format of the appraisal is meticulously prepared to ensure the inclusion of all the minute details of the faculty's achievements. The record of the achievements and the work done by the teaching and non-teaching members of the staff is maintained and assessed by the IQAC. Principal and the Vice-principals of the institution further appreciate and motivate the faculty.

The system yearly analyses the performance of teaching staff by measuring the contribution of teachers in academic, extension, research, curricular, co-curricular and extra-curricular activities. Feedback by students on teaching is also taken into consideration. Teachers are also asked to maintain the record of their activities carried out and the qualification like M.Phil., Ph.D., NET, SET, GATE, TOEFL, etc. and certifications completed in an academic year, all these parameters are taken in consideration while assessing the performance of the staff.

At the end of every academic year, a comprehensive performance appraisal report proforma is filled by the teaching and non-teaching staff members and the same is submitted to the IQAC. After receiving the outcome of the performance appraisal report, the principal analyzes and identifies the strengths and weaknesses of the faculty. Better performing staff members are promoted and encouraged by offering awards, rewards, and hikes in salary.

Staff members having some weaknesses and the scope for improvements are recommended to have some training programmes such as faculty development programmes, online certification. They are also given the necessary assistance and suggestions so that their performance gets improved. Ideal academic target is

set which the staff members find this as an opportunity to get promoted and receive awards and rewards.

Non-teaching staff members are also assessed and promoted as per the guidelines laid by the IQAC of the institution. Timely increments in the salary and other benefits are provided to the well-deserving candidates. If any serious issues regarding the performance of the non-teaching staff, further training or development programmes are suggested as per the need for professional development and growth.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution is managed by Royal Education Society. The society maintains financial transparency and does its internal & external financial audits regularly. The Institution has a well-defined internal structure for the cash flow and fund flow.

The internal audit mechanism of an institution is a continuous process that is observed and run under the guidance of the External Auditor of the institution. All the bills/vouchers are audited by the Internal Auditor. The intuition has appointed a dedicated Finance and Account Officer for the internal audit.

A proper record of all receipts, payments, income, and expenditure is maintained daily by the Department of Finance and Accounts. **D. K. Navtakke & Co.** is appointed as an External Auditor by the **Royal Education Society, Latur.**

The queries and the objections raised by the external auditor are timely resolved to maintain the proper record of the financial transactions. To minimize the inconveniencies or objections in the audit of the organization preventive measures are taken and further directions are given to the department.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The institution has a well-formulated financial policy that ensures effective and optimal utilization of finances for academic, administrative and college development purposes.

Being a self-financed institution, the tuition fee of the students is one of the direct sources of funds. Other funding sources for the institution include grants received from the university and individuals. We also generate the fund from Girls' hostel fee and the rent of auditorium and classrooms from other agencies for conducting examinations and other purposes.

The institution has a well-defined procedure to monitor the effective and efficient utilization of available financial resources for infrastructure development and academic processes. The necessary provisions in the books of account towards efficient use of the available fund have been made available for in each academic year as per the guidelines of the management and the Principal.

The annual budget is prepared, in accordance with the fund generated in the last three years, estimating all the requirements of the institution such as salaries, equipment, laboratories, library, prizes, research, infrastructure, and industrial tour as well as other consumable expenditure.

The fund generated is utilized for effective teaching-learning practices that include conduction of FDPs, conferences, workshops, inter-disciplinary activities, training programs, daily operational and administrative expenses and maintenance of the fixed assets.

The grants received from the external funding agencies are effectively utilized for the implementation of projects. The availability of such equipment inculcates the research interest in faculty and students. Every year, some funds are used for the enhancement of library facilities, the development, and maintenance of

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the infrastructure of the institution.

As a part of social responsibility, some funds are also utilized for extension activities such as organizing training programmes, technology awareness programmes for schools and colleges across the city.

Apart from the aforementioned tasks, the institution also provides financial assistance to the needy and deserving students for participation in various activities. Some funds are also utilized for water harvesting, waste management and green initiatives in the college premises.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

The institution plans various strategies to ensure the quality in institutional work. In common IQAC meetings, the following two best practices were finalized unanimously to increase the participation of the students and to enrich the curricular activities.

1. **Students' Forums:**

The IQAC established Department-wise different forums in the institution where co-curricular and extra-curricular activities arranged by and for the students for getting practical knowledge and skills.

The motto of the forums:

1. To enhance the skills of the students in a practical way
2. To develop the confidence level and personality of the students
3. To increase the leadership qualities of the students
4. To increase the response and participation in the various competitions and activities organized in the institution.

Formation of the forums:

By conducting a test, on the basis of merit and the interest of the students, office bearers of the forums are appointed. The following bearers of the office of the forum are appointed to plan and execute the activities.

1. President of the Forum
2. Vice-president

3. Secretary

4. Members

Programmes and Activities

All the office-bearers of the forums along with the faculty in-charge of the respective department plan, organize and look after the activities which are run by the forum. Wide publicity is given by the office bearers to the planned and scheduled activities of the respective forums using social media in order to increase the response and participation of the students.

Forums Established by IQAC:

1. Communication Skills and Public Speech Forum

2. Computer Science Forum

3. Computer Application Forum

4. Biotechnology Study Forum

5. Management Forum

Nature of the activities:

IQAC monitors the motto, objectives, and purpose of the activities and accordingly approves them. The following activities are conducted regularly every year.

1. Blind Code Competition

2. Quiz Competition

3. Speech competition

4. Essay Writing

5. Email Writing

6. Poster Presentation

7. Programming Contest etc.

To motivate the students, prizes are given to the rankers of the various competitions.

1. **Structured feedback for Design and Review of Curriculum**

The institution is affiliated to Swami Ramanand Teerth Marathwada University, Nanded. It follows the curriculum provided by the university. The IQAC conducts feedback on the curriculum from different stakeholders such as alumni, employers, students, teachers, and parents. The IQAC analyses the

curriculum feedback and accordingly communicate the suggestions to the university through our board of studies members and coordination committee members.

The courses we suggested to the university were positively considered and they were included in the curricula. The courses such as Numerical Aptitude, Language Aptitude, and Logical Reasoning, etc. are successfully introduced in the curricula of B. Sc. Computer Science, Software Engineering and Bachelor of Computer Application (BCA).

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

The IQAC has developed a mechanism to review its teaching-learning process and learning outcomes periodically. IQAC takes review of teaching learning process in the institute at regular intervals. It mainly comprises of the Head of the Institution, Trustees, Industry experts, Alumni members. Under the able guidance of the Head of the Institution and Departmental Heads and the IQAC monitors the class wise, faculty wise, subject wise teaching and learning activities scheduled and planned during the academic year.

Below given are some of the reviews, the IQAC has initiated so far:

1. Semester-wise feedback from students on teaching-learning is sought
2. Internal Assessment
3. Promoting the use of ICT
4. Arranging Alumni Guest Lectures Series for final year students
5. Faculty Development Programmes (FDPs) on programming languages, latest technology in Computer Science, Biotechnology and Management Science

The two best initiatives implemented as a part of teaching learning reforms recommended by IQAC are as follows:

1. **Online Learners' Community (OLC):**

The IQAC of the institution timely revises teaching learning methods as per the requirement. To make the teaching learning more interesting and develop students' interest towards the modern way of learning, **Online Leaners' Community** is introduced to all the students.

This community is established to develop online learning awareness among the students. The students are encouraged to follow the self-study. This is the only way to get education free of coast and getting the updated.

The Government is also promoting online learning among the students by introducing NPTEL, MOOC, and Swayam Courses and assigning weightage for these online courses.

The students who are interested to take online courses are given a target to complete online courses within the stipulated period of time. Those who complete the said target are awarded by giving cash prizes.

This community has created awareness and confidence among the students for online learning. The students believe that they can now learn new technologies in their curriculum on their own through online portals, which provide free online courses.

Around 350 students participated in the **Online Course Contests** arranged during the academic year 2018-19. The students completing the said target successfully were also given cash prizes.

As a result of this, some of our students as well as trainers are going for the International Certification on the OCM or job-oriented essential technology. This will result into an employment and enhancement of students' skills.

E-content Development for effective teaching and learning:

Workshop on E-content Development was organized to make the staff aware of the importance of the e-content and how to develop it.

To make teaching learning effective different modes of are used to by the

Objectives

Promote generation of e-Content in all subjects;

Develop teachers and experts' resources in e-Content creation;

Make available the e-Content to teachers and students through various

delivery modes for formal and non-formal education, for supplementing

and complementing the process of teaching and learning in higher

education;

What is the system for E-content development

How it is developed

Workshops on Awareness

Collaboration with IT Industry for content development

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - 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 last five years.

Response:

In order to prepare for Women Safety and Gender Equity, interaction programmes and promotion programs are arranged by Women Security Cell of the college. These programmes include- *Women's Security: The Legal Aspect, Hemoglobin Check-Up Camp*, *International Women's Day, PCOS-POLYCYSTIC OVARIAN SYNDROME,* Cooking Competition and Karate for Self Defense etc.

While imparting education, we take care of gender sensitivity especially, social, economic and political rights of students and their development.

The institution shows gender sensitivity in providing facilities such as:

1. **Safety and Security**

The institute has a video surveillance system to keep a watch over the diverse assortment of faculty. We have installed closed-circuit television (CCTV) sets on all the floors including the Principal's cabin, library, exam section, corridors, and seminar halls. A system of properly installed security cameras ensures the safety of students, faculty, and facilities in the institute. The use of CCTVs in the institution helps to keep the students in check and under control.

The institution explicitly and exhaustively follows safety norms in all aspects. The entire campus is covered under sufficient lighting arrangements. Responsible faculty members monitor the corridors of the entire building, classrooms, and laboratories. Timely medical assistance for girl students is given.

The Vishakha Committee provides a convenient opportunity for girl students to raise the problems of harassment preserving anonymity. Karate Coaching is provided to girl students for self-defense. The poster entitled **"Enough is Enough"** showcasing rights and important contact details for an emergency situation is displayed on each floor so that girl students can be encouraged to raise their voice against their problems and harassment. The Anti-ragging Committee is also formed to minimize the cases of ragging.

2. Counselling for Girls

The institution has **Grievance Redressal Cell** to handle various issues like women's rights & security. The Cell consisting of Principal and senior faculty members at the institute level is active to solve the students and their problems in study and other concerns.

The members of faculty regularly counsel the students regarding safety, behavior, problems of the students, if any, in the college premises and outside the premises. Parents of the students are timely informed wherever the necessity arises such as psycho-social and any other personal problems.

The faculty offer guidance to prospective professionals in addition to classroom teaching. Group and individual counselling is provided by the college. Our **Honorable Chairman Dr. M. R. Patil sir** conducts regular counseling Sessions for student to guide and motivate them to get success and to improve their performance in all aspects of academics.

3. Common Room

Common rooms, as well as tiffin rooms, are made available for both boys and girls. Space for students to study, or simply relax is provided. For the maintenance of common rooms & tiffin room, a specific cleaning schedule is given to the housekeeping people and followed meticulously.

4. Any Other Relevant Information:

Health Aid Facilities: The college has appointed a lady doctor for dealing with the health issues of girl's students. Every year the college conducts health and hemoglobin check-up camp.

File Description	Document
Link for annual gender sensitization action plan	View Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

The institution has adopted a unique and ecofriendly waste disposal policy and accordingly the generated waste is collected and disposed of through proper channel.

Solid waste management:

All departments, classrooms, administrative offices, staffrooms, ladies rooms, washrooms and campus area are provided with dustbins for wastage. Color-coded dustbins are used for different types of wastes for maintaining the Campus and keeping it clean and green. Waste is collected on a daily basis from various sources and is separated as dry and wet waste. The waste separated is then collected by municipal corporation vehicles for proper disposal. Biodegradable waste is processed in the institution for the production of compost using the ditch (pit) method which is used for the plants planted on the campus.

Liquid waste management:

In order to avoid environmental pollution, chemical, biological and other liquid waste generated in the Biotechnology department is first segregated and it is then sterilized and finally is buried in the ditch at the proper site.

E-Waste Management:

Every year all e-waste such as CPU's, Hard disks, Laboratory equipment scrap is collected, it is separated and then the number of items of e-waste is identified so that the institution can invite the quotation from the various e-waste traders.

We take at most care while selling the e-waste. E-waste is sold to the traders who are registered with the Maharashtra Pollution Control Board (MPCB) only. After selling the waste, the trader issues Green Certificate for properly disposing of the e-waste and following the norms laid by the MPCB.

File Description	Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	[View Document](#)
Link for Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

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

Response: D.1 of the above

File Description	Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

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 500 words).

Response:

College of computer science and Information Technology has been set up on the motto of "knowledge is liberation of mankind" so that we organized many programs to maintain cultural harmony and socio-economic goals in providing an inclusive environment in the college premises.

The land of Maharashtra was purified by the saints, so we bound to maintain tolerance and harmony towards cultural, regional, linguistic and communal diversities.

The institution generates patriotism among the students and staff members by celebrating birth/death anniversaries of the great Indian personalities so that they can be an instant source of energy for a brighter and better India. We celebrate national festivals such as Independence Day 15th August and Republic Day 26th January. On the auspicious occasion of Independence Day and Republic day, flag hosting is done and speeches are delivered by the principal and chief guests so as to give abundant knowledge about the sacrifices made by the great personalities and lots of efforts made for an independent India. Also, we celebrate the birth anniversary of the Father of the Nation, Mahatma Gandhi on 2nd October with great

Zeal and enthusiasm. Various curricular and co-curricular activities are organized by the institution on these occasions.

The essence of secularism was redefined by the students of COCSIT, where students of different religions came together showing true colours of unity in the 'Roza Iftaar' party, Rashtriya Ekta Diwas/ Daud, International Yoga Days, Republic days and Blood donation camps, organized at the institute.

Today Yoga becomes a global festival. The International Yoga Day is celebrated on 21st June every year. College has been organized International day of Yoga, in order to create awareness regarding the importance of Yoga among students and faculties. Every year college conducted Yoga day where all the faculties and students participated in the session.

The institution celebrates the birth and death anniversaries of the great personalities who have inspired the millions across the globe. The great Indian warrior Chatrapathi Shivaji Maharaj Jayanti is celebrated on February 19th. The birth anniversary of National heroes like Dr. Babasaheb Ambedkar, Pandit Jawaharlal Nehru, Mahatma Jyotiba Phule, Savitribai Phule, Swami Vivekananda who was the brains behind the mammoth constitution of the country, Bal Gangadhar Tilak, Lal Bahadur Shastri are celebrated on the respective days. On these occasions, faculty members and students talk and interact about these great personalities and commemorate their struggles, the achievements and contributions for the wellbeing of the society. Such programmes influence the students.

The students also celebrate the birth anniversary of Dr. S Radhakrishnan as Teachers day. The contribution of famous freedom fighters like Bhagat Singh, Sukhdev and Rajguru is celebrated on March 23, the Martyrdom Day. In remembrance of Sardar Vallabh Bhai Patel, the institute celebrates 31st October as National Unity day.

The main purpose of all these activities is to spread the message of nationalism and unity among the youth.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

We, at COCSIT do perform various activities, programs, seminars, campaigns, rallies as our duty to inculcate the constitutional values for making students a responsible citizen. Every year, we celebrate National Science Day in our institute to develop the scientific temper among students. Every year we

organize and students participate in different research competitions, technical competitions, speech competitions and debate competitions to develop the spirit of inquiry, reforms and humanism. We also celebrate different National festivals and days like 'Independence Day', 'Republic Day', 'Constitution Day', 'National Youth Day', 'Gandhi Jayanti', Women's Day, Teachers' Day to promote harmony and the spirit of common brotherhood amongst students and employees of the institution. To protect and improve the natural environment and to promote cleanliness we do campaigns like Swachchta Abhiyan. Through NSS camps, we do national service and inculcate constitutional values as well.

During academic year 2014-15, we organized two Swachchta Abhiyan; one on 2nd October 2014 and another on 30th November 2014. In these campaigns around 200 students had participated and they cleaned Latur bus stand. In the same year we organized 'Voter Awareness Rally' in association with Department of Social Justice on 11th October 2014. Our students also participated in 'Andhashraddha Nirmulan Rally' which was held on 11th January 2015.

During academic year 2015-16, on 15th October 2015, we participated in 'Swacchata Rally' organized by Municipal Corporation, Latur. In the same year, we had actively participated in 'Ekta Daud' (Run for Unity), organized by Education Department, Z.P. Latur on 31st October 2015 which was held on the occasion of Sardar Vallabh Bhai Patel Jayanti.

During academic year 2016-17, we organized speech competition in which a few students talked on constitutional values. In the same year we actively participated in AIDS Janajagaran Rally which was organized by Civil Hospital Latur and Ministry of Health, Maharashtra.

During academic year 2017-18, On 14 August 2017 we organized Cleaning Campaign at Shardasadan High school Ashramshala, Aarvi, Latur. We organized Blood donation camp on the occasion of Chatrapati shivaji Maharaj Jayanti on 19 February 2018, in which number of students voluntarily donated blood.

During academic year 2018-19, We Organized speech competition (Shabdanchi Onjal) and Quiz competition. Some of the topics of quiz competition was on constitutional values. On 1st October 2018, COCSIT organized cleaning campaign at Latur Railway Station. Apart from these activities, our college suggested our parent university (Swami Ramanand Marathwada University, Nanded) to introduce an environmental awareness related subject in the curriculum and university added the subject named 'Environmental Studies' in all streams of final year.

The aforementioned programmes are timely organized for the sensitization of students and employees of the institution to constitutional obligations such as values, rights, duties and responsibilities of citizen.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	[View Document](#)

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.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: D. 1 of the above

File Description	Document
Code of ethics policy document	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The institution generates patriotism among the students and staff members by celebrating birth/death anniversaries of the great Indian personalities so that they can be an instant source of energy for a brighter and better India. We celebrates national festivals such as Independence Day 15th August and Republic Day 26th January. On the auspicious occasion of Independence Day and Republic day, flag hosting is done and speeches are delivered by the principal and chief guests so as to give abundant knowledge about the sacrifices made by the great personalities and lots of efforts made for an independent India. Also, we celebrate the birth anniversary of the Father of the Nation, Mahatma Gandhi on 2nd October with great Zeal and enthusiasm. Various curricular and co-curricular activities are organized by the institution on these occasions.

The institution celebrates the birth and death anniversaries of the great personalities who have inspired the millions across the globe. The great Indian warrior Chatrapathi Shivaji Maharaj Jayanti is celebrated on February 19th. The birth anniversary of National heroes like Dr. Babasaheb Ambedkar, pandit Jawaharlal Nehru, Mahatma Jyotiba Phule, Savitribai Phule, Swami Vivekananda who was the brains behind the mammoth constitution of the country, Bal Gangadhar Tilak, Lal Bahadur Shastri are celebrated on the respective days. On these occasions, faculty members and students talk and interact about these great personalities and commemorate their struggles, the achievements and contributions for the wellbeing of the society. Such programmes influence the students.

The students also celebrate the birth anniversary of Dr. S Radhakrishnan as Teachers day. The contribution of famous freedom fighters like Bhagat Singh, Sukhdev and Rajguru is celebrated on March 23, the Martyrdom Day. In remembrance of Sardar Vallabh Bhai Patel, the institute celebrates 31st October as National Unity day. The main purpose of all these activities is to spread the message of nationalism among the youth.

File Description	Document
Link for any other relevant information	[View Document](#)
Link for Annual report of the celebrations and commemorative events for the last five years	[View Document](#)
Link for Geotagged photographs of some of the events	[View Document](#)

7.2 Best Practices

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

Response:

7.2 Best Practices

1. Title I: Training Till Placement

2. Objective of the Practice

The main objective is to provide training to the students and help them to get placed in ITes companies.

3. The Context

The biggest challenge is to inculcate placement thoughts in students' mind. Another challenge is to reduce extra stress of students. We conduct personal counselling sessions to overcome from this issue.

4. The Practice

We provide training on Quantitative Aptitude, Logical Reasoning, Language Aptitude, Personality Development, JAVA Technology, .NET Technology, Software Testing and Web Technologies. We conduct Mock Interviews to give the students real time experience of the interviews and prepare them to perform better in On-Campus or Off-Campus interviews. We invite companies like TCS, Wipro, Tech Mahindra, Syntel, Real Image Media Private Limited, Vritti Solutions to conduct their Campus Placement Drives. We also provide placement assistance to the student for Off-campus interviews and extend our training programmes to maximize employability of the students till they get placed.

5. Evidence of Success

We have decided to give at least three opportunities to the registered students to get placed in IT companies. In this year Wipro visited our campus 3 times to recruit students. We also provided opportunities to get placed in TCS open Ignite, Micro Degree and off campus drive. As a result of this practice 96 students could get placement.

6. Problem Encountered and Resource required

The main hurdle is to find time to conduct training sessions with academic schedule. To overcome this problem, we decided to invest extra time to conduct training sessions in summer and winter vacations.

Title II :

1. Title of the Practice: Shabdanchi Onjal

Department of English forms Communication Skills and Public Speech Forum (CSPSF) with an intention to give the platform to the students to develop their communication skills, soft skills, personality. The proposed activities of Department of English are managed by the office bearers of this forum.

To develop the art of public speaking among the students, Communication skills and Public Speech Forum conducted the 'Elocution competition' named as 'Handful of words' i.e. 'Shabdanchi Onjal'

2. Objectives of the Practice:

1. To provide the college students the platform to develop their oratory skills
2. To develop personality of the students
3. To make the students talkative and boost their confidence level
4. To enhance the communicative ability of the students
5. To commemorate the birth anniversaries of the leaders and freedom fighters and other social reformers
6. To provide the platform to the students to develop their commination skills.
7. To give exposure to English Language spoken day-to-day- life. And help the students to communicate effectively and appropriately in real life situation.
8. To boost the team working ability of the students and to develop their interpersonal skills which integrate the use of the four basic language skills- Listening, Speaking, Reading & Writing.

3. The Context (Features / Challenging Issues) :

Schedule of the Elocution competition: This activity was held during this academic year. It was scheduled twice in a week i.e. on Monday and Thursday in the morning and afternoon recess at the open auditorium.

4. The Practice:

To develop the art of public speaking among the students, Communication skills and Public Speech Forum conducted the 'Elocution competition' named as 'Handsful of words' i.e. 'Shabdanchi Onjal'

Overall 120 students participated in the competition. As per the schedule we could arrange the elocution completion of approximately eight students every day. The rankers were identified and given the prizes daily very soon after the completion.

This practice could help the students to boost their confidence level and they could get the chance to make them popular among their friends by delivering the best speeches.

5. Evidence of Success:

The judges could declare three winners and the winners were awarded immediately after the competition every time by the auspicious hands of Principal Dr. N. S. Zulpe, Vice-Principal Dr. I. M. Kazi, Vice–Principal Dr. B. L. Gaikwad and HOD, Dept. of English, Prof. Kailas Jadhav. On this occasion, all these dignitaries appreciated and guided to the participants of the Elocution competition.

6. Problems encountered and resources required:

Inviting the participant in the early period of the completion was slightly tedious for the organizing members. Students would feel shy to participate. Gradually the interest of the students has got increased. We promoted the students to take part in completion. And in the later part of this completion we allowed students to participate on first come first serve basis.

All the office bearers of the communication skills and public speech forums were worked as the organizers with full of enthusiasm and interest to make this completion name Shabdanchi Onjal a grand success.

7. Notes

On the demand of the students, A Week-Long Oratory Development Workshop was organized by all the college to highlight the dos and don'ts of the Oratory skills.

File Description	Document
Link for Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Vision:

"To impart Quality Education and Job oriented training in the field of Computer Science, Information Technology, Biotechnology and Management Science".

Mission:

- Providing best possible Quality Education
- Developing skilled human resource
- Enhancing Employability of the student

That the institution strongly believes in imparting quality education and enhancing employability skills of

the students is the only way out to develop the nation. With this motto institution has adopted its vision and mission statement. In accordance with vision and mission of our institution we adopted "Training till Placement" policy.

Training till Placement:

Most of our students belong to rural, semi-urban and urban area, they need assistance for getting jobs and counselling for the careers. The courses imparted in the institution are job oriented but students may require certain additional employability skills which can be helpful to get the jobs.

Training and Placement cell of the institution is the hinge between industry and academic. The cell identifies different opportunities where our students can be placed and accordingly the training programmes are designed. Final year appeared students who wish to prepare themselves for campus placement programme are given the said training programmes till they get jobs. The programme usually begins very immediately after the university practical examinations of UG SY courses. The programme is run throughout the year along with regular academics for final year students up to the point of time they get placements. On the other hand the cell is committed to provide off-campus and campus assistance to the students.

Nature of the programmes:

Compulsory Courses:

1. Quantitative Aptitude
2. Logical Reasoning
3. English

Elective Technical Courses:

1. JAVA
2. Web programming using PYTHON
3. Software Testing
4. .NET

Multinational companies like Wipro, TCS, Tech-Mahindra, Syntel, i-GATE Patni, IBM etc. are our industry partners and conduct their placement drives at our campus twice, trice in a year. TCS recruitment is done through different programmes such as Open Ignite, Micro-degree, Cert-n-edge etc. The cell constantly identifies and searches vacancies where students can be placed. Accordingly students fulfilling eligibility criteria are given assistance to appear for off campus interviews of the companies searched by the placement cell.

Sr. No	Year	On Campus Placement	Off campus placement	Total
01	2014-15	39	158	197

02	2015-16	36	69	105
03	2016-17	22	110	132
04	2017-18	8	79	87
05	2018-19	29	36	65

File Description	Document
Link for appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

Technology Awareness Programme on Quad Copter and Robotics

Technology Awareness Programme was initiated by the institution for the schools and colleges across the city. Under this programme trending technologies like Robotics, Voice Controlled Robots, Quad Copters, and Drones etc. are introduced to the school/college students. Assembling robot parts, coding of the robot kits, applications of the robots in today's scenario, need of robots in near future all these points are explained in the awareness programme.

Intensive Workshop on QUAD-COPTER, Voice control Robots and Drone

This report is designed to give an overall picture of the 1-Day Workshop on Technology Awareness held at different schools. The highlights of the Workshop held are as given below:

- Schools Covered: 52
- Number of Participants: 3500
- Duration: Academic Year 2018-2019

1) Commitment to Excellence:

We strongly believe in imparting quality education which fulfils the demand of the industry and timely assess our performance to ensure quality. We set high standards for ourselves in all of our actions and activities.

2) Well-disciplined in planning and execution:

To achieve set goals meticulous planning and student friendly discipline is our strength. We are sure that well-panned programs meet expectations.

3) Student-centric System:

Our every activity is designed and arranged keeping the students' progress and welfare at the center of all. We keenly work on student related issues for their holistic development.

4) Encouragement of Innovation:

We believe in idealism, innovation and creativity and regularly re-examine our programs and practices so that every area of the college life will be continually improved and renewed.

5) Value Positive and Constructive Change:

Making change in the way of working helps to handle diverse issues in the process of learning. We timely pursue positive and constructive change for change.

Concluding Remarks :

The center of all our activities carried out in and out of the institution is the welfare of the students in particular and building the nation with its fullest possible.

We being responsible for nation development, provide best possible education with which the youth should be able to make their career and contribute the development of the nation.

Our target is to equip the students with hard and soft skills to chase the global challenges they may face in future and making them competent to explore their competencies in today's scenario. Promoting the use of technology and innovative pedagogy of teaching methods such as internet and LCD projectors apart from traditional chalk and talk methods is prioritized for effectiveness of the teaching and learning process.

The institute, primarily, focuses and ensures that every step put forth is for excellence in the process of imparting education.