



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	ZULEKHA COLLEGE OF COMMERCE, SCIENCE AND TECHNOLOGY
Name of the head of the Institution	DR. VANDANA DIXIT
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0712-6050222
Mobile no.	9673214786
Registered Email	zulekhacollegengp786@gmail.com
Alternate Email	nihardahake@gmail.com
Address	PLOT NO 38/39, MAIN ROAD SHANTI NAGAR, NAGPUR
City/Town	NAGPUR
State/UT	Maharashtra
Pincode	440002

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		private			
Name of the IQAC co-ordinator/Director		DR RITA BHAUTMAGE			
Phone no/Alternate Phone no.		7127887899141			
Mobile no.		9823803462			
Registered Email		zulekhacollege786@gmail.com			
Alternate Email		zulekhacollegengp786@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://zulekhacollege.org/naac.html">http://zulekhacollege.org/naac.html</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="http://zulekhacollege.org/academic-calendar-2019-20-.html">http://zulekhacollege.org/academic-calendar-2019-20-.html</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.89	2019	02-Nov-2018	01-Nov-2023
<b>6. Date of Establishment of IQAC</b>			03-Jan-2019		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
Interdisciplinary National Conference on Role of Technology in		15-Mar-2019 2		61	

Innovative Teaching

[View File](#)

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>No Data Entered/Not Applicable!!!</b>				
No Files Uploaded !!!				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

College had organized a two days Interdisciplinary National Conference on 15th 16th March 2019 on the topic "Role of Technology in Innovative Teaching" in the College premises.

College has given management scholarship to students below poverty line and meritorious students in order to spread literacy to the under privilege section of the college in Shanti Nagar

The college organized hand made Rakhi making competition and students sold those raakhis in the market developing their marketing skills, the money raised by was send to the Sangli flood relief funds

Library- Celebrated Birth Anniversary of Dr. Rangnathan by conducting book exhibition in College Library.

Tree Plantation and distribution of eco friendly bags was done in Shanti Nagar by the college Environmental Committee along with the students

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
Organization of Interdisciplinary National Conference on "Role of Technology in Innovative Teaching".	Successful completion of the of two days Interdisciplinary National Conference on "Role of Technology in Innovative Teaching" on 15th 16th March, 2019
College had planned to give management scholarship to students below poverty line and meritorious students in order to spread literacy to the under privileged section of the college in Shanti Nagar.	College gave management scholarship of Rs. 615700 to 236 students in the year 2018-19 and it sanctioned Rs. 613700 to 210 students in the year 2019-20.
The college planned and organized hand made Rakhi making competition and students sold those raakhis in the market developing their marketing skills, the money raised by was send to the Sangli flood relief funds in which college staff also contributed in the donation.	Students developed marketing skills and also moral values during the raakhi making and selling process and an amount of Rs. 1300 Was donated with the contribution of college staff.
It was planned to celebrate Birth Anniversary of Dr. Rangnathan by conducting book exhibition in College Library.	Celebration of the birth anniversary of Dr. Rangnathan was done and college organized book exhibition in which Thakur publication house had put up its book stall regarding subject reference books and books to improve English speaking were sold which helped in improving and inculcated reading habits amongst students and helped developing English speaking skills.
To organise Tree Plantation and distribution of eco friendly bags by the college Environmental Committee	Tree Plantation done on 5th June, 2019 in our campus by the college students and teachers, making the college campus eco friendly and encouraging Tree Plantation amongst the youth, and distribution of eco friendly bags was done in Shanti Nagar by the college Environmental Committee along with the students encouraging use of eco friendly bags and say "No to plastics".

[View File](#)

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body

Meeting Date

IQAC	17-Jan-2020
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	18-Jan-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The college has installed tally ERP 9 in the admin office for all the financial transactions. The Assessment of students is done through official RTMN University portal. The students scholarships is managed through social welfare department portal. The Library is automated using Libman software. College has also a dedicated website. • Accounting and Finance • Sales, Inventory, and purchase management • Job costing • Integrated Payroll Management • Statutory Compliance • Security and Access Control • Data Synchronization</p>

### Part B

#### **CRITERION I – CURRICULAR ASPECTS**

##### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Curriculum Planning & Implementation Institution follows the curriculum designed as per RTMNU. At the beginning of every academic year the college chalks out an academic calendar. The incharge teacher sets the time table schedule of each subject for teaching which includes lecture hours. The head of department conducts academic planning meeting to plan & organize the schedule of lectures & distribute the syllabus among the faculty members. The faculty members are instructed by the HOD to complete the syllabus within stipulated time. If any reasons a faculty fails to finish their syllabus within stipulated time, the lecturer is being asked to arrange extra of their subject. As per the requirements new books are ordered with the concern of subject-teachers & students. For implementation of curriculum teachers have included teaching methods such as presentation assignments & seminars for effective teaching. The faculties receive all sorts of support from the college to understand the curriculum. Timely meeting are conducted & instructions are given for submission of assignments, conducting unit test & internal test are well

planned & executed before final examination Our institution collects feedback on curriculum aspects from students & parents. Institution established academic council in order to ensure & analyse the academic excellence at students & faculty level. Periodical analysis is made by academic council about the student's performance, faculty performance in every semester & requirement for quality enrichment The college conducts annual alumni meet in which suggestions & feedback is received from alumni students. The feedback data is analyzed & there suggestions are considered & placed before faculty members so that improvements can be made.

### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
English Writing and Communication		01/12/2018	90	To enhance the employability skills and improve communication skills	communication of participants is improved
Tally with ERP and GST		01/12/2018	90	To offer knowledge of computerised accounting to students including ERP and GST	Students were trained in Tally and can handle accounts individually

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
English Writing and Communication	01/12/2018	42
Tally with ERP and GST	01/12/2018	35
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Marketing, HR, Finance	29
BCom	Computer Application	45
<a href="#">View File</a>		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

#### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>NAAC makes it a tradition to mandatorily collect feedback from stakeholders-students, teachers, parents, alumni and employers. This is done by a feedback committee. They collect and analyze the feedback and make suggestions to the appropriate bodies. Objective: The objective of the exercise is to correctly gauge the impact of all the efforts taken by the institution at all levels on the various stakeholders. The institution wants the benefits to reach all the stakeholders. This feedback is collected and trends generated through statistical analysis. Based on the opinion of the stakeholders, further action is taken by the feedback committee. Methodology (Feedback Analysis Procedure): Our college is regularly collecting the feedbacks from the stake holders on different occasions on the curriculum as well as on the overall improvement of the college. Feedback is collected in different ways: (i) Alumni meetings Feedback from alumni is collected at the Alumni meet at the department level from time to time. During this meet, the Alumni feedback on curriculum is collected. (ii) Parent meetings Parent-teachers meet is organized every semester to analyze the performance of the students and the feedbacks are collected from them during the meet. (iv) Student's feedback Student's feedback is collected personally. We have designed a special feedback form on curriculum development. We are also collecting feedback from students on 'Faculty performance and subject review'. Analysis: The data is compiled and analyzed through Academic head. It is given for improvement in the respected areas. General Action Plan after data collection and analysis • Annual Feedback Action Taken Report given after analysis of stakeholder feedback. • Meetings are held to discuss the suggestions and trends and feasibility of implementing the suggestions in the feedback. • To make curriculum more effective, Add-On courses were started and conducted. • More activities planned for better results and holistic development.</p>

### CRITERION II – TEACHING- LEARNING AND EVALUATION

#### 2.1 – Student Enrolment and Profile

##### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled

BCom	commerce	384	445	224
BBA	management	360	150	150
BCom	computer application	360	160	150
<a href="#">View File</a>				

## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	524	0	13	0	0

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
13	13	5	3	0	2

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring System Mentoring process is an individualized form of counseling and guidance activities. The main purpose is to address the needs of the students to have a friend, a counselor and a confidante on the campus. The practice is aimed at fostering a better rapport between the students and the teachers at a personal level. Effective mentoring seeks to provide a presence by establishing a trustworthy relationship between Mentees and Mentor. The Mentor's role is to act on behalf of the college to support a young learner who is enrolled on a course of study. A mentor is a teacher acting both as a friend and a role model who supports and encourages a student in his/her academic and personal growth. The mentor guides a student in his/her academic pursuits and emotional and psychological development. Zulekha College of Commerce, Science Technology has adopted and implemented a Mentoring System as a student support measure. Each faculty member is the mentor of a group of 35 to 40 students allocated to him/her by the Head of the Department. The mentor collects personal information from the mentees without touching sensitive issues or forcing any information out of them and then provides the needed counseling to the mentees. Critical issues are brought in the notice of the Head of the Department. The teacher meets the wards friendly outside class hours as well and guides them regarding their career options. A documented record of the mentoring process is maintained by the mentor teacher and the Head of the Department for reference purposes. Types of Mentoring: • Professional Guidance: regarding professional goals, selection of career, higher education. • Progression of Career: regarding self-employment opportunities, entrepreneurship development, morale, honesty, and integrity required for career growth. • Course-specific: regarding attendance and performance in the present semester and overall performance in the previous semester. • Lab-specific: regarding Do's and Don'ts in the lab. Responsibilities: The Mentor • Meets the group of students at least twice a month. • Advises students regarding choice of elective subjects and project. • Continuously monitors, counsels, guides and motivates the students in all academic matters. • Contacts parents/guardians if situation demands e.g. academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc. • Advises students in their career development. • Keeps contact with the students even after their graduation. • Intimates HOD and suggest if any administrative action is called for. • Maintains a detail progressive record of the student. The HOD • Meets all mentor of his/her department at least twice a month to review the proper implementation of the system • Advises mentors wherever necessary. • Initiates administrative action on a student when necessary. • Keeps the head of the



institute informed. The Academic Council The academic council of the institution discusses mentoring related issues at least once a semester during its meetings and revises the system if necessary.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
572	13	1 : 44

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
4	4	0	4	3

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	commerce	6	26/04/2019	12/06/2019
BBA	management	6	02/05/2019	28/06/2019
BCom	computer application	6	08/04/2019	30/05/2019
<a href="#">View File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

We follow number of guidelines and methods to carry out a continuous internal evaluation system As per the guidelines of RTMN University at the institutional level. This allows the students to understand each concept individually as well. The students are given the syllabus in detail with the exact segregation of the portion. After each topic is taught in detail, various assessments in the form of class tests, tutorials, seminars, presentations are conducted. These tests allow the teachers to continuously assess the students to track their progress and to identify slow and advanced learners. The institute has taken efforts to improve the performance of students by framing significant reforms in Continuous Internal evaluation at the institute level .The reforms are as follows: 1. Remedial measures are taken by conducting tutorial classes to clarify doubts and re-explaining the critical topics. 2. Unit tests are conducted prior to session examinations. 3. Topic wise question banks are provided for all subjects. 4. Students are encouraged to solve previous years University Exam question papers. 5. For First, Second and Final Year students prelim exams are conducted prior to University Exams 6. The institute regularly conducts, group discussions, seminars and guest lectures. 7. Poor performance

due to frequent absenteeism is dealt by sending registered letters to the parents of such students. Impact: These reforms have resulted in substantial improvement in student's performance through comprehension of difficult topics, improved time management, enhanced writing skills and individualized attention resulting in refining their cognitive, psychomotor and affective domains of learning. This has significantly enhanced the pass percentage and academic excellence of students.

### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar is a very useful document, which contains the most important dates to guide the teachers and students. Our academic calendars provide important information about teaching dates examination dates extra co-curricular activities, semester based and annual based examinations. Before the commencement of every semester respective departments prepare a detailed study plan, assignments for the individual teachers and the number of classes allotted to each course. On the basis of this the Routine subcommittee of the Teachers' Committee prepares a detailed timetable and academic calendar for the entire semester. Academic calendar of the Institute includes schedule of curricular transaction, assessment, technical events, class tests, submission, list of holidays and extracurricular activities. Students are informed about time table and academic calendar well in advance. Teaching Plan The detailed lesson plan/teaching methodology according to syllabus is prepared by each faculty before start of the semester. The lesson plan comprises of content, learning aid and methodology, faculty approach and course outcomes. The lesson plan generally highlights the content and total lectures for completion of the curriculum. Monitoring of implementation of lesson plan is done by HOD IQAC and corrective action are suggested. Time Table Time table of regular lectures for the semester is prepared as well as displayed on the notice board. • The institution strictly adheres to academic calendar for the conduct of CIE. • Unit tests, class tests and pre-final exam are conducted as per the schedule. • In the beginning of the session the principal and the staff prepare the academic calendar and implement it passionately and properly. • Faculty wise result are prepared • Answer book are given to students to look into the mistake • Instruction are given by the teachers to improve the writing skills • Various department organize classroom seminars, workshops and paper presentation activities to evaluate the students attainment • These evaluations make the students improve themselves before the final exams.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[https://drive.google.com/open?id=1Ci0bYL8bj6\\_1MJw82SFvhk0zorE42WW7](https://drive.google.com/open?id=1Ci0bYL8bj6_1MJw82SFvhk0zorE42WW7)

### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
0	BCom	commerce	4	4	100
0	BBA	management	36	30	83
0	BCom	computer application	24	19	80

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[https://drive.google.com/open?id=15N068E-iG6ERTqCnetDM\\_pBcImlo4i15](https://drive.google.com/open?id=15N068E-iG6ERTqCnetDM_pBcImlo4i15)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Seminar on Intellectual Property Rights (IPR)	Commerce Department	22/02/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Best Presentation Award in National Conference on New Employability Trends in New India	Dr Roshan Khan	G.S. College Nagpur	27/09/2019	Won First Prize In paper paperp resentation
<a href="#">View File</a>				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
<b>No Data Entered/Not Applicable !!!</b>	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Department of Commerce	3	6.11
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Department of Commerce	2
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Health hygiene promotion by advertisement is a sources to make consumer more health paranoid	Mr. Nihar Suresh Dahake	International journal of recent technology and engineering(IJRT E)	2019	0.14	Blue eyes intelligence engineering and sciences publication	27
<a href="#">View File</a>						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	0	18	0	0
<a href="#">View File</a>				

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
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Tree plantation drive	NSS	5	50
Blood donation camp	NSS	3	34
Traffic awareness program	NSS	7	243
Industrial Visit	College	4	59
1 day NSS camp at Bokhara Dist-Nagpur	NSS	5	24
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>				
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
<b>No Data Entered/Not Applicable !!!</b>			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Library, student, faculty exchange	MOU on exchange of students/faculty /inter library Loan	Sudha Sureshbhai maniyar college of computer and management kalmana Nagpur	09/10/2019	31/12/2019	8
Interlibrary loan services	MOU on Interlibrary loan	ICSR VMV commerce JMT arts JJP	29/11/2019	29/12/2019	6

	services	science college wardhaman nagar Nagpur			
Student, faculty exchange	MOU on exchange of students/faculty /inter library Loan	G.H Rasoni college of commerce science Technology Kingsway road Nagpur	10/09/2019	31/12/2019	6
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
<b>No Data Entered/Not Applicable !!!</b>			
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#### CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

##### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
<b>No Data Entered/Not Applicable !!!</b>	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
<a href="#">View File</a>	

##### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Libman	Partially	4.2	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	1758	312218	366	92720	2124	404938
Reference Books	212	0	0	0	212	0
Journals	9	0	0	0	9	0
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	58	1	58	0	0	1	0	10	0
Added	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>58</b>	<b>1</b>	<b>58</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>10</b>	<b>0</b>

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
<b>No Data Entered/Not Applicable !!!</b>	

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	0	0	0

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

College maintain and utilize physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. by using expert advice through call basis.
<a href="http://zulekhacollege.org/">http://zulekhacollege.org/</a>

#### CRITERION V – STUDENT SUPPORT AND PROGRESSION

##### 5.1 – Student Support

##### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support			

from Other Sources			
a) National	0	0	0
b) International	Management Scholarship	210	613700
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Short Term Courses	01/12/2018	77	RTMNU Dept of Life Long Learning and Extension
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
KID PROTECT	45	3	-	0	0
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	14	BCCA, BBA, BCom	Commerce	As per List	As per list
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)



Items	Number of students selected/ qualifying
<b>No Data Entered/Not Applicable !!!</b>	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
<b>No Data Entered/Not Applicable !!!</b>		
No file uploaded.		

**5.3 – Student Participation and Activities**

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

No Activity of Student Council representation of students on academic administrative bodies/committees of the institution is taken

**5.4 – Alumni Engagement**

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni Association of Zulekha College of Commerce of Science and Technology, Shantinagar, got registered on 13/12/2019. Under the Alumni Association of the college, there are 18 alumnie have been enrolled in this association. Five alumnie have been felicitated on the college annual function that took place on 10th December 2019 .Mr Shahzad Salim Khan elected as the President of Alumni Association along with Mr. Abdul Kadir Ali(Vice-President), Mr Shreyansh Gupta(Secretary), Miss. Huzaifa (Treasurer) and Mr. Shubham Padole(Auditor) respectively. The other members in the Alumni Association of the college are Mr. Abdul Kadir Mehtawala, Mr. Aahad Sheikh ,Miss. Alfiya Barade , Mr. Abhilash Samundre, Miss Kiran Nivesh, Miss Rishika Gour, Miss Komal Bhamode , Miss Prajakta Ninawe. Further development programs are under process.

5.4.2 – No. of enrolled Alumni:

18

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

**CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Every institution is known by its personality, thrust areas quality of teaching that bear a distinct stamp. Our college believes in giving wholesome education to the learner. The vision mission of the institution are given as under.

Vision: - "Aspire, Learn Empower": To provide value based high quality education which positively transforms students to realize their potential and make positive contributions to the society nation at large. Mission :- Zulekha College strives to provide educational opportunities to students to excel in life by nurturing academic excellence, fostering value and character building through value based teaching. Characteristics of the institution:- The following characteristics of the institutions are reflected the vision mission Statement. • Adequate well maintained infrastructure. • Choices in UG Programs. • Highly qualified experienced teaching faculty. • Co-education. • Freedom to participate in extracurricular spot activities. • Transparency in administration. • Well maintained campus discipline.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	1) various committees are formed for operations incorporation of the Institutions. 2) To promote extensive use ICT in all academics and administrative transactions. 3) To provide facilities to students to encourage their participation in extra and co- curricular activities. 4) To develop the infrastructure other facilities as per the need.
Curriculum Development	1) An Academic annual calendar is prepared in the beginning of the session for all curricular and extracurricular activities. 2) Individual department and teacher also prepare their department -wise and individual teaching plan by way of assignment , seminar, audio- visual aids, visit , excursion, test and other curricular programs.
Examination and Evaluation	Zulekha college of Commerce, science Technology is an affiliated college by RTMNU the Institute follows the curriculum designed by RTMNU. Our college is having three graduation courses. B.com., BBA, BCCA. The college implements the course curriculum on the semester (CBCS) scheme of the affiliating university. Our Exam committee implements the continuous internal evaluation system according to the norms of RTMNU. The academic performance of students is continuously monitored by conducting regular unit

test, preliminary exams, and practical examinations during the semester and the viva examination is also conducted during the preliminary exams, theory papers are maintained according to university pattern students are also informed time to time about the university examination, regular time table, and also about back papers timetable on our notice board. Result are maintained by exam committee as a record of various academic performance. Such as unit test, preliminary exams and viva. Result analysis of the University final exam is done by the Exam committee are Winter Exams Results of 1st , 3rd, 5th semester pass percentage are BCCA - I - 47 , BCCA - II - 96 , BCCA - III - 93 BBA- I-36, BBA- II-72, BBA- III-91 B.com - I - 57, B.com -II - 81 , B.com - III - 100. Summer exam result of 2nd , 4th 6th semester pass percentage are BCCA - I - 76 , BCCA - II - 92 , BCCA - III - 95 BBA- I-70, BBA- II-80, BBA- III-96 B.com - I - 65, B.com -II - 79 , B.com - III - 100.

Library, ICT and Physical Infrastructure / Instrumentation

LIBMAN ILMS Software was installed in our college library on 22/01/2018. Librarian has been certified and professionally trained by the master software services for operating LIBMAN software. LIBMAN ILMS Software provides automated services to Students and staff, using which can easily access the books according to their choice and preference and can even place, their requirements according to their needs. The Librarian has complete access overall the needs and requirement of the students staffs with the help of LIBMAN Software data analysis system. After this orientation program conducted in the Library regarding LIBMAN, Awareness was spread. Amongst students and even using e-library was encouraged by the college.

Research and Development

Zulekha group of college (ZCCST) organized its first national conference titled 'Role of Technology in Innovation teaching on 15th and 16th March 2019. The conferences were well attended by eminent academicians, faculty members and students from technical and educational institutions from different parts of the country and representatives of governmental bodies

	and Industry. In technical sessions held over 2 days , 59 papers were presented at the conference. The conference was inaugurated by the chief guest at the inaugural function, Dr. Namdeo V, Kalyankar (Vice-chancellor, Gondwana university) on 15th March. Dr. K.C. Deshmukh the Guest of Honor released the conference souvenir on the occasion. The inauguration was soon followed by the key note address of Dr. Sandhya Nair (Principal of R.S. Mundale college) Dr. K.M. Bhandarkar (National president councils for teacher education.)																													
Industry Interaction / Collaboration	To establish linkages with other institutions and form MOUS for research and other academics activities.																													
Admission of Students	<table border="1"> <tr> <td>Class 1st</td> <td>2nd</td> <td>3rd</td> <td>Total</td> <td>B.com</td> <td>143</td> <td>92</td> <td>59</td> </tr> <tr> <td>294</td> <td>BCCA</td> <td>59</td> <td>53</td> <td>42</td> <td>154</td> <td>BBA</td> <td>79</td> <td>28</td> <td>21</td> <td>128</td> </tr> <tr> <td colspan="3">Total</td> <td>281</td> <td>173</td> <td>122</td> <td>576</td> <td colspan="3">Total student Admission - 576</td> </tr> </table>	Class 1st	2nd	3rd	Total	B.com	143	92	59	294	BCCA	59	53	42	154	BBA	79	28	21	128	Total			281	173	122	576	Total student Admission - 576		
Class 1st	2nd	3rd	Total	B.com	143	92	59																							
294	BCCA	59	53	42	154	BBA	79	28	21	128																				
Total			281	173	122	576	Total student Admission - 576																							

#### 6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Finance and Accounts	Tally ERP system are using for the Finance and Accounts
Examination	RTMNU Portal for submission of Internal Assessment Marks

### 6.3 – Faculty Empowerment Strategies

#### 6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

#### 6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	ICT and Teaching Skill	STRESS MANAGEMENT	24/10/2018	24/10/2018	13	15
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
<b>No Data Entered/Not Applicable !!!</b>				
<b>No file uploaded.</b>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
13	0	0	15

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	3	3

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The yearly internal Audit is conducted by a chartered Accountant appointed by the parent management and is approved in the LMC. There were no major objections was made by the institution, the Auditor provide report for the different conditions of the college on basis of which college can prepare their budget and can be utilized for students benefits. On the basis of Internal Audit report the college is able to know the financial position and where college can utilize the funds properly.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Dr. Adil Daud	1000000	Management scholarship
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

0
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## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	Yes	College managment regularly conduct academic audit.
Administrative	No	NIL	Yes	College managment regularly conduct

academic audit.

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1) Every year the college organises parent teacher orientation meeting in the begining of the session 2) To improve academic progress of students, parent teacher meeting are conducted at the end of each semester. 3) Health check up camp was conducted for students, their parents, teaching and Non-teachng staff of the college.

6.5.3 – Development programmes for support staff (at least three)

1) Mrs. Sarika Dadre was invited by the college to conduct a motivational lecture for the support staff 2) Mrs.Jayashreee chanape was invited to conduct stress releasing Yoga workshop in which support staff, and student participated 3) Newspaper reading everyday is initiated amongst the support staff to improve communication skills

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Nil

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Poster Making Competition on Gender Equity	02/12/2019	02/12/2019	20	1

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Tree Plantation done on 5th June, 2019 in our campus by the college students and teachers, making the college campus eco friendly and encouraging Tree Plantation amongst the youth. " Say no to plastic bag" Drive was conducted nearby shanti nagar society and also Distribution of paper bags in shanti nagar. Total student- 05

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	1

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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No Data Entered/Not Applicable !!!

No file uploaded.

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
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No Data Entered/Not Applicable !!!

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
the women harassment awareness program	17/09/2019	17/09/2019	60
Traffic Police Awareness program	13/07/2019	13/07/2019	60

[View File](#)

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Say no to Plastic Drive organised by the institution. In this drive eco-friendly bags were distributed to the people of the locality. The bags were prepared by the students of the institution. Tree Plantation done in the college campus. Save Water Drive is organised. Save Electricity Drive is organised. Save paper drive is organised.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

1] 1st INTER DISCIPLINARY National Conference conducted in the year 2019 on the topic "ROLE OF TECHNOLOGY IN INNOVATIVE TEACHING". Many research scholars and students took part in the conference from all over India. 2] Sale of Handmade Rakhis by students done for Kolhapur and Sangli flood relief funds.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[https://drive.google.com/open?id=1hBXXuaMy2BaNlEgi\\_LPey7M2VIKJmHxJ](https://drive.google.com/open?id=1hBXXuaMy2BaNlEgi_LPey7M2VIKJmHxJ)

### 7.3 – Institutional Distinctiveness

#### 7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The establishment of the Zulekha college of commerce, science and Technology symbolizes the achievement of academic excellence, in dissemination of quality education in the field of commerce and management. The college is committed to

usher in socio - economic transformation by providing inclusive innovative quality education of global standards to fully meet the expectations of the stake holders. To recruit and retain well qualified motivated faculty and staff and provide adequate infrastructure and equipments. To provide amenities and sports facilities in harmony with nature. Industry institute interaction to provide adequate exposure to the students to the world of work. Enrich library and provide latest teaching gadgets and process to promote effective teaching, learning. To provide holistic value based education and inculcate entrepreneurial abilities so that the students are well groomed in knowledge, skills and values to have the ability to face the challenges of the corporate world and life.

Silent features of institute: • Institute provided inclusive technical education so that a deserving student is not denied of an opportunity for technical education solely on socio economic constraints. • Institute provided holistic education to develop skills, knowledge and values through our well-structured curriculum and instructions, make students readily acceptable to the corporate world and promote entrepreneurship skills. • The NSS are active in order to imbibe strong Social values in our students. • The institute takes conscious efforts to create awareness about energy conservation and renewable energy usage among students.

Provide the weblink of the institution

<http://zulekhacollege.org/mission.html>

### **8.Future Plans of Actions for Next Academic Year**

To organise more student centric programmes. To motivate faculties to participate in the FDP, refresher courses To start new UG and PG programmes To improve research in the institution To publish Spectrum, IQAC Newsletter, 2018-19 To boost up placement activities. Improve use of ICT in teaching-learning.