

SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**ZULEKHA COLLEGE OF COMMERCE, SCIENCE AND
TECHNOLOGY**

PLOT NO.38/39 MAIN ROAD ,SHANTINAGAR, NAGPUR

440002

www.zulekhacollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Our college, Zulekha College of Commerce Science and Technology is situated in Shanti Nagar, East Nagpur. It has been affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur. The College was started in 2008 as a Co-education institute with a handful of students. Since then with the sheer grit and tremendous efforts by the management, the college has been scaling an upward progress in every field of imparting quality higher education. The college has a phenomenal rise and tremendous development in the respective fields despite getting economically and socially challenged students who were either orphans or from a very poor family of the nearby slum areas. Educational background of such students was another big challenge for us to handle and to motivate them to study. Bringing such students to the main stream has been our first target.

The college started with two graduation courses BBA and BCCA. With passage of time due to sincere efforts of teachers and students the college also started BCom in 2016-17. After this the university results were also very satisfactory. The valuable contribution from Principal, all teaching staff and non-teaching staff is remarkable. We promise to keep up the good work with rapidly shifting cultural landscape, we promise to take care of how well we conduct ourselves and relate to and work with each other.

Vision

VISION

'Aspire, learn and empower' : To provide value based high quality education which positively transforms students to realize their potential and make positive contributions to the society and the nation at large.

Mission

MISSION

Zulekha College strives to provide educational opportunities to students to excel in life by nurturing academic excellence, fostering values and character building through value based teaching.

1.2 Strength, Weakness, Opportunity and Challenges (SWOC)

Institutional Strength

Strengths

1. Highly qualified and experienced permanent teaching staff
2. Well equipped and net enabled library to cater to the needs of the students and teachers.

3. Free and compulsory personality development training, language enhancement training and basics of computer training for students to make them well trained for any challenging task in future
4. The college provides conducive academic atmosphere for students as well as Faculty members to actively participate and progress
5. Campus is equipped with state of the Conference Hall, Seminar Hall, Language lab, etc.
6. Decentralized Administration with delegated authority up to department head level resulting in quick decision making process.
7. Collective leadership, responsibility and team-work with feedback oriented performance appraisal.
8. Strong students' Support Services.

Institutional Weakness

Weaknesses

1. Comparatively small campus having very small area with little scope for expansion.
2. For sports activities playground is not available for major games.
3. Drop out rate has to be reduced.
4. Proximity to slum area which results in intake of low-income-group students.
5. Shortage of consultancy services and industry-institute's partnership
6. Financial constraints for research and development of the college

Institutional Opportunity

Opportunities

1. The institution is centrally located.
2. Campus recruitment and students placement will surely increase.
3. Making the Alumni association strong and proactive by adding more members.
4. Empowering girls' students through various educational components due to high girls' student ratio. (70%)

5. Donation received from different non government departments.

Institutional Challenge

Challenges

1. High dropout rate.
2. Low motivational level, as students are from low income groups.
3. Resource mobilization for promotion of research culture is a big challenge before us
4. Low Employability Skills & Course outcome.
5. Lack of Communication skills in English, since students are from vernacular medium.
6. More administrative work may over burden and to some extent distract the teachers from concentrating in actual and quality teaching and research endeavors.
7. Well-equipped classrooms with AV facility is an urgently needed requirement.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

As our mission clearly indicates to empower our students with higher learning and research capabilities through dynamic and value-based education for global competency and strength of character, we strive to impart them the best of education. To maintain a good discipline the college has a dress code of sky blue striped shirt and royal blue trousers with a dark striped tie for boys and for girls sky blue kurti with stripes and royal blue salwar with royal blue duppatta.. The annual academic calendar is followed for regular activities, classroom teaching, various tests, home exams, cocurricular and extra-curricular activities etc for the smooth working of the college. An average day begins with the National Anthem followed by daily important news, thought for the day . An Orientation programme of one day is conducted for the new comers to make them acquainted with the college routine like various curricular, co-curricular and extracurricular activities, library, syllabi, sports, NSS/NCC activities apart from organizing Fresher's Day to give them opportunity to showcase their talents. Regular seminars, assignments, projects, visits and workshops are conducted to give the students full exposure and training for curriculum as well as social issues like gender sensitization and human rights for curriculum enrichment.

Teaching-learning and Evaluation

The college has an energetic team of young and qualified staff who are motivated to give their 100% for all round development of the students and exponential progress of the college. The college has 7 permanent teaching staff and 6 temporary teaching staff. 03 are NET/SET qualified. The teaching staff are regularly updated. The teaching –learning process is systematized through academic calendar, departmental academic plan and individual teaching plan. Teachers use interactive and ICT tools and methods to make their teaching effective and interesting. Remedial classes for poor students, intensive classes for brilliant students . The result of the courses in general is quite encouraging as our pass percentage is quite higher than the university results. Despite the fact that the students in our college do not have an educational background and come from economically weaker section of the society, our students get marks up to 91 out of 100 that is highly creditable in Commerce streams. There is an orderly evaluation system (displayed in the academic calendar) which ensures that the students are examined and evaluated on a regular basis, through monthly unit tests, surprise tests, term of half yearly exam and a practice of pre-university exams to give them thorough practice for final preparation and feedback to improve for the next exams.

Research, Innovations and Extension

The college takes care of the research related activities and initiate actions to motivate students and teachers for quality research. The college has also conducted one in-house research project, on **EDUCATION FOR HOUSE WIVES AFTER MARRIAGE** in 2017-18. The college has published 2 book with ISBN as publisher. As many as 18 papers have been published by the staff members. Through NSS and other community programmes we conduct various awareness programmes on health related issues, blood donation camp, tree plantation, health check-up camp, cancer awareness programmes for the students.

Infrastructure and Learning Resources

The college has a Multipurpose open auditorium, a good library with reading room facility and net facility to the students, a girls' common room, a staff-room, computer lab with language lab facility and 16 classrooms. There is CCTV surveillance in the college premises to monitor discipline and to check ragging and harassment of junior students. The library has a decent collection of books, reference books. The library has an LIBMAN system. The total number of books is 1501 with 3 newspapers. The library provides reading room facility for 20 students and 5 teachers at a time. Library also provides book bank facility and interlibrary-loan facility to the students of cluster colleges, a group of college in the vicinity for academic enhancement

Student Support and Progression

The college has a Career guidance and counseling cell for the students to guide them to pursue their career and explore their potential. Apart from regular teaching programmes, students are imparted free personality development training, language enhancement training and basic computer training which are special features of our college. Physically challenged students are given extra attention to pursue their education.. The placement and entrepreneur cell regularly organizes interviews and seminars for recruitment by ZULEKHA HEALTHCARE GROUP The college conducts two add-on courses, the college has constituted Student Welfare fund to sponsor the admission fees of poor students in which money is generated from donations by philanthropists and the management of the college. The college has adopted a zero tolerance policy for ragging

and sexual harassment. A strict discipline is maintained in the premises to monitor unnecessary use of mobile and internet. The alumni of the college have formed to get connected with their alma-mater and participate and contribute in any manner they can for the progress of the college. The college avails the guidance of employed alumni for coaching the students to prepare for competitive exams.

Governance, Leadership and Management

The college is governed by ZED Vocational Training and General Central Shikshan (ZVTGCSS) in Shantinagar,. The Management Council and LMC provide necessary guidelines for making the atmosphere conducive in the institution. Institution takes efforts to ensure that the vision, mission and goals of the institution are in tune with the objectives of higher education. The institution practices decentralization and participative management. The institute has a perspective plan for development. Leadership is groomed at all the levels. Management Council, LMC, IQAC and other administrative/non-administrative bodies meet regularly to take review. Feedback from various stakeholders obtained formally and informally is utilized to review the activities Fine tuning of Vision and Mission statements is done through different cultural programs organized from time to time. The duties and responsibilities are defined through different committee meetings and decentralization of the leadership is done through committee system. Austerity measures in financial management so as to provide optimum utilization of funds for totalitarian growth.

Institutional Values and Best Practices

The Institutional Vision, Mission, goals – objectives, planning, programs and functional processes reflect the Core Values of NAAC. Access, equity and social justice are ensured by maintaining transparency in admission. The highlighting features in innovations are as under:-

- Provision of admission of students belonging to minority, SC/ST, OBC category, which shows the institution's focus on imparting education to the marginalized sections of the society.
- Identification of the curricular needs and their utility from the employability point of view is done and initiation of new Career Oriented Programs from job getting point of view in various domains are conducted.
- Rainwater Harvesting has been done
- Efforts for Bird Conservation and Protection have been taken.
- Feedback on Teaching by the Students for 100% courses.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ZULEKHA COLLEGE OF COMMERCE, SCIENCE AND TECHNOLOGY
Address	PLOT NO.38/39 MAIN ROAD ,SHANTINAGAR, NAGPUR
City	NAGPUR
State	Maharashtra
Pin	440002
Website	www.zulekhacollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Professor	NIHAR DAHAKA	-	9764936678	-	nihar.dahake20198 2@gmail.com
Principal	NANDKISH OR ZADE	0712-6050222	9673214786	0712-276515 6	zulekhacollegengp 786@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes
If Yes, Specify minority status	
Religious	Religious
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	01-01-2008			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Maharashtra	The Rashtrasant Tukadoji Maharaj Nagpur University	View Document		
Details of UGC recognition				
Under Section	Date			
2f of UGC				
12B of UGC				
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	PLOT NO.38/39 MAIN ROAD ,SHANTINAGAR, NAGPUR	Urban	0.617763	1500

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	BBA,Commerce	36	HSSC	English	120	65
UG	BCom,Commerce	36	HSSC	English	120	61
UG	BCom,Commerce	36	HSSC	English	144	133

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				14			
Recruited	0	0	0	0	0	0	0	0	3	4	0	7
Yet to Recruit	0				0				7			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				6			
Recruited	0	0	0	0	0	0	0	0	2	4	0	6
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				12
Recruited	5	7	0	12
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				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
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	1	2	0	3
PG	0	0	0	0	0	0	2	2	0	4

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
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	2	0	2
PG	0	0	0	0	0	0	2	2	0	4

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
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		Total
	0	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
		UG	Male	197	0	0
	Female	204	0	0	0	204
	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	5	9	12	17
	Female	14	17	24	28
	Others	0	0	0	0
ST	Male	1	1	3	2
	Female	0	7	3	3
	Others	0	0	0	0
OBC	Male	13	15	27	42
	Female	12	21	25	39
	Others	0	0	0	0
General	Male	6	5	42	20
	Female	9	15	45	21
	Others	0	0	0	0
Others	Male	44	63	28	115
	Female	74	71	33	114
	Others	0	0	0	0
Total		178	224	242	401

3. Extended Profile

3.1 Programme

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

Response : 03

Number of self-financed Programmes offered by college

Response : 00

Number of new programmes introduced in the college during the last five years

Response : 01

3.2 Student

Number of students year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
401	242	224	178	52

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

2017-18	2016-17	2015-16	2014-15	2013-14
360	155	193	163	19

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

2017-18	2016-17	2015-16	2014-15	2013-14
53	28	42	46	28

Total number of outgoing / final year students

Response : 139

3.3 Academic

Number of teachers year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	11	11	12	11

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

2017-18	2016-17	2015-16	2014-15	2013-14
07	07	06	07	03

Number of sanctioned posts year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	14	14	14	14

Total experience of full-time teachers**Response : 21****Number of full time teachers worked in the institution during the last 5 years****Response : 28****3.4 Institution****Total number of classrooms and seminar halls****Response : 17****Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)**

2017-18	2016-17	2015-16	2014-15	2013-14
10.47	9.41	8.92	7.70	3.15

Number of computers**Response : 30**

Unit cost of education including the salary component(INR in Lakhs)

Response : 10414

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 4044

NAAC

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:

Our institution thoroughly develops action plans for effective implementation of the curriculum which is based on the annual/semester scheme of RTMNU University to which our college is affiliated. In the beginning of the academic year, the Board of Management conducts protracted meeting with the staff members to develop strategies for effective implementation of the curriculum. Teachers are encouraged beforehand to initiate the course curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars and computer education apart from traditional / regular teaching methods. The academic performance of students is continuously monitored by conducting regular class test, unit test, preliminary exams, and mock practical examinations during the semester.

Subsequently Head of the department also conduct meetings with their faculty members and develop academic plans for incoming academic session of the courses. Keeping in view the number of working days of each semester, the affiliating University frames syllabus into units which is to be covered within the given deadline. Department follows the academic calendar issued by the affiliating university. Thus the department plans its academic schedule clearly indicating the topics to be taught and number of working days allocated to respective topics.

The college relies on the chalk and talk method which is globally trusted and accepted teaching strategy. Several initiatives are taken by the college and teaching faculty for effective delivery of the curriculum. The college faculty is also being trained to make them familiar with the use of computers so that the modern technological resources like internets, projectors, etc. could be used to supplement their class room lectures.

In addition to the regular subject classes, attempts are also being made to organize the special lectures by inviting experts from various fields.

Monthly reports regarding completion of syllabus are submitted by the staff to the HOD. Students feedback is also collected with regard to the completion of the syllabus.

Students are also taken to industrial tours to have first hand knowledge of Industries work. Further we have the provisions for special /remedial classes for those students who are slow learners.

The college focuses on imparting that kind of knowledge which enhances critical thinking and scope for creative imagination. Curricular and co-curricular activities provide forum to develop creative as well as critical abilities among students. Teachers also motivate students to participate in debates and seminars where they learn to develop critical sensibility. The student-centric learning atmosphere of the college makes them not to accept everything blindly but to question the age-old practices on scientific terms. Essay writing competition and seminar classes help them to develop critical abilities.

At the beginning of the semester we prepare Objective Driven Teaching Plan. Faculty members maintain course booklet throughout semester. The College encourages its faculty members to participate in Orientation/ Workshops/ Seminars organized by the University so as to update their knowledge and to improve the teaching practices. Ensuring staff have opportunities for keeping their skills and industry/business expertise up to date Encouraging faculty members to evaluate their own learning and

teaching practice .

File Description	Document
Any additional information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 7

1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	1	0

File Description	Document
Details of the certificate/Diploma programs	View Document
Minutes of relevant Academic Council/BOS meetings	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 0

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs

offered during the last five years**Response:** 33.33

1.2.1.1 How many new courses are introduced within the last five years

Response: 01

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**Response:** 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 03

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response:** 0.42

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	2	1	0

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

1.3 Curriculum Enrichment

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

Response:

1) COURSE NAME: ENVIRONMENTAL STUDIES (BCCA III Sem): The course gives basic knowledge about environment and issues related to it. It includes creation of awareness about environmental problems and inculcates skills in students to identify and solve environmental problems by participating in environment protection and environment improvement.

2) COURSE NAME: SKILL DEVELOPMENT (BCOM III Sem): The subject improves the life skills and professional skills. It provides importance and effective use of non-verbal communication making students proficient in public speaking and presentation skills. It gives opportunity to students to utilize the principles of professional business and technical writing for effective communication in the global world.

3) COURSE NAME: Environment Management (BBA III Sem): To make the students aware of environmental issues, University has incorporated the subject as Environment Management in BBA III Sem . It also includes creation of awareness about environmental problems and inculcates skills in students to identify and solve environmental problems by participating in environment protection and environment improvement.

4) COURSE NAME: BUSINESS ETHICS (BBA III): The course helps to inculcate professional and ethical attitude, positive organizational culture, and ethical behavior among the employees in the organization which helps to grow the organization. This factor helps students to prepare themselves to gain success in careers as well as business in future by providing them environment which makes them aware of excellence, leadership and life long learning by making them work on multidisciplinary projects.

5) COURSE NAME: SOFTWARE PRODUCT AND PROJECT MANAGEMENT (BCCA III): The course helps to make students understand how to handle projects of industry effectively. Course includes understanding of projects and its management by making students understands the procedure right from project idea selection, project planning, monitoring, controlling and project termination.

Some of the efforts made to integrate the cross cutting issues are as follows:

Gender-Institute has established Women Harassment Cell, Internal Counseling Cell headed by Counselor looks into the problems regarding academics and personal of a girl student. Girl's common rooms are available with first aid facility in the institute. Mentoring is done by Faculty members.

An NSS Committee organized various activities like • Tree Plantation • Swacch Bharat Abhiyan • Road Safety programme • Cancer awareness programme •

The college has formed an Anti-ragging Committee to ensure a ragging free environment and a Women's Development cell that takes care of women related issues.

Moral and Ethical values: The NSS committee of the college engages the students in community development activities which motivate the students to take up the cause of Social Service. The college NSS team regularly visits surrounding areas where people are made aware about various social, moral and ethical issues.

Employable and Life Skills: The Institute understands that communication skills are vital for students. It is a regular practice of the Institute to invite resource persons to conduct lectures. Students are also allotted different responsibilities in organizing various events and activities such as cultural programmes, competitions, seminars, workshops etc. and this helps them to improve their team building and organizational skills.

File Description	Document
Any Additional Information	View Document

1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

Response: 4

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 04

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Any additional information	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

Response: 00	
File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

<p>1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise</p> <p>A.Any 4 of the above</p> <p>B.Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>Response: A.Any 4 of the above</p>	
File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
Any additional information	View Document

<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p> <p>D. Feedback collected</p> <p>Response: B. Feedback collected, analysed and action has been taken</p>	
File Description	Document
Any additional information	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.17

2.1.1.1 Number of students from other states and countries year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	01	01	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

List of students (other states and countries)

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 27.32

2.1.2.1 Number of students admitted year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
401	224	242	178	52

2.1.2.2 Number of sanctioned seats year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
984	840	720	720	480

File Description

Document

Institutional data in prescribed format

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 80

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

2017-18	2016-17	2015-16	2014-15	2013-14
360	155	193	163	00

File Description**Document**

Institutional data in prescribed format

[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**Response:****2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**

The Institute takes special care to identify the advanced and slow learners. Before the commencement of the programme a counselling is organised by the counsellor to make the students aware of their strengths and drawbacks. College is engaged in awareness programmes, maintaining discipline, fulfilling curriculum structure and evaluation pattern etc. When students attend their classes, first few lectures are engaged to make them acquainted with the syllabus so that they get to understand the subjects. College also organises various programmes regarding students improvement the programs like motivational lectures, competitive exam training, English improvement, subject related doubt clearing sessions and training of campus recruitment as well as interview techniques are engaged. Advanced as well as slow learners are provided with additional notes by teachers. On the other hand special attention is given to slow learner to enable them in their studies. Special remedial and doubt clearing sessions are conducted on regular basis.

2.2.2 Student - Full time teacher ratio**Response: 23.54****File Description****Document**

Institutional data in prescribed format

[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls**Response:** 0.65**2.2.3.1 Number of differently abled students on rolls****Response:** 2

File Description	Document
Any other document submitted by the Institution to a Government agency giving this information	View Document
Institutional data in prescribed format	View Document
List of students(differently abled)	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 college strictly follows the academic calendar issued by the Department of Higher Education and rashtrasant tukdoji maharaj University . The teaching plan is designed and executed under the guidance of the Principal and IQAC committee. The course work is allotted unit wise to faculty members. Regular evaluation of the students through unit tests is an integral part of the teaching program. The head of the institution reviews the teachers' daily diaries maintained by faculty members. The IQAC continuously monitors the academic activities of the institution, obtains feedback from students and teachers staff of the institution and analyzes and executes them. The quest and aspirations of the students are explored to nurture and inculcate a passion for learning. An interactive and collaborative approach is made to enhance the learning environment of the institution. Various extra-curricular activities are conducted to sharpen the skills of the students. Educational tours, Industrial visits, classroom workshops and seminars are part and parcel of enrichment programme. To inculcate and invoke critical thinking in students, every year senior and active students of UG classes. Under the supervision of faculty members, lectures of eminent scholars and persons are organised. Members of educational society organized group-discussions, debates, paper presentation, seminars, lectures and quiz -competitions among themselves. To explore the creativity we have a College magazine "Alfazz", which is inclusive of literary, social, scientific and cultural expression of the students as well as the faculty members. The wall papers and newsletters are actively maintained by the students which provide an opportunity of expression to students. The objective of these programmes is to use knowledge as a tool and create a globalised-vision to transform them into lifelong learners and innovators. Various methods such as models, illustrations coupled with audio visual tools are adopted for effective teaching. Outdoor educational tours and activities are organized for wider exposure. A proposal for class room/smart class and e-library are in pipeline.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems

(LMS), E-learning resources etc.

Response: 61.54

2.3.2.1 Number of teachers using ICT

Response: 8

File Description	Document
Any additional information	View Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 43.71

2.3.3.1 Number of mentors

Response: 07

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Innovation and creativity in teaching-learning

The following innovative practices have been introduced and implemented for quality sustenance, enhancement and student learning:

1. Educational tours to historical and industrial centres are given priority.
2. Teachers are encouraged to enrich and update their knowledge .courses. They are also availed opportunities for attending workshops, conferences and seminars. .
4. Project works and extra-curricular activities are emphasized to enhance cultural, moral and aesthetic perception.

File Description	Document
Any additional information	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: 42.86	
File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years											
Response: 0											
2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years											
<table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>00</td> <td>00</td> <td>00</td> <td>00</td> </tr> </tbody> </table>		2017-18	2016-17	2015-16	2014-15	2013-14	00	00	00	00	00
2017-18	2016-17	2015-16	2014-15	2013-14							
00	00	00	00	00							
File Description	Document										
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document										
Any additional information	View Document										

2.4.3 Teaching experience of full time teachers in number of years
Response: 1.62

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

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

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

The college takes following measures to make internal evaluation :-

The college implements the evaluation reforms initiated by the RTMNU.

Ø Examination is conducted by the college in accordance with the rules of RTMNU.

Ø Unit tests, seminars, remedial classes are conducted at the departmental level to evaluate the students' scholastic performance.

Ø Revision of subject is carried out by giving assignments to the students from time to time.

Ø Students Life skills are evaluated by their participation in extracurricular activities

Ø For Assessment of the internal marks, Faculty uses several methods like Quizzes, MCQ's, Projects, Presentations, problem solving, open book test and so on

- Different committees have been formed to supervise and look after activities of the college.
- Feedback from students and staff (teaching) are taken, evaluated and actions are taken.
- On academic fronts class tests, unit tests and pre-final exams are taken, answer books are evaluated and results are prepared.
- seminars and workshops, essay writing and G.K. competitions are organized.
- Remedial and doubt removal class are conducted.

File Description	Document
Any additional information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Internal assessment of on the basis of

For internal assessment, the institution takes class tests, unit tests, and monthly tests of the students. The programme of these internal valuation tests is designed by the Higher Education Department of the state . All the departments accordingly conduct all these tests. In addition to this, the departments organize departmental seminars workshops and paper presentation activities to assess the students' attainment and progression. According to scheduled programme, quarterly, sixth monthly and pre final exams are conducted. Students are given their progress report. Their weaknesses are pointed out. Suggestions are given how to improve performance. In the current academic

File Description	Document
Any additional information	View Document

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

Response:

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

The institution takes the following measures to resolve grievances transparently and fairly. The students against whom U.F.M. cases are registered in the final examinations are dealt with justifiably. Materials of cheating are confiscated and their records are maintained. The students are given opportunity to clarify their positions. The university constitutes a committee to look into the matter and appropriate measures are taken judicially, transparently and within the time limit. There is a provision for revaluation of the answer sheets. The students who are not satisfied with the marks given can apply for revaluation. If the students are not satisfied even with the revaluation, they can get the photocopies of their answer copies by depositing the stipulated fee and they can have their answer sheets valued on their own and find out the actual position.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

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

The Handbook and the Academic Calendar are prepared well in advance (6 months before the reopening of the college) after referring to Nagpur University Calendar. Through Internet browsing, the Public Holidays are identified. Accordingly, the dates for the three CIA Tests per semester are fixed in the academic calendar. The Internal Tests are conducted in a centralised manner. Before finalising the dates, it is made sure that there is sufficient time for syllabus coverage. The Units I and II of the syllabus are completed for

CIA Test I, Units III and IV for CIA Test II and All the units for CIA Test III. The attendance in all the three CIA Tests is compulsory. Progress Reports are sent to the parents after each of these tests. Parents/Guardians are advised to note the performance of their wards and take remedial measures if needed. In order to adhere to the dates mentioned in the calendar, HODs meetings are conducted frequently by the Principal to speed up the syllabus coverage. The HODs, in turn, convene departmental meetings and motivate the faculty members to complete the syllabus within the stipulated time. The systematic planning of the lessons and the implementation of the planning are clearly indicated in the logbooks. The staff members prepare lesson plans in the logbooks before the commencement of every semester with a view to syllabus coverage.

- The institution strictly adheres to academic calendar for the conduct of CIE.
- Unit tests, class tests and pre-final exams 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 results are prepared.
- Answer books are given to students to look into the mistakes.
- Instructions are given by the teachers to improve the writing skills.
- Various departments organize classroom seminars, workshops and paper presentation activities to evaluate the students' attainment.
- These evaluations make the students improve themselves before the final exams.

The Program Outcomes are published at:

1. Departmental files:
2. ii. College Website: www.zulekhacollege.com or www.nagpuruniversity.in
3. iii. Lab Manual
4. iv. Department Laboratory

The Programmes offered by the institution are uploaded in the institutional website. The Syllabus of each programme prepared by the affiliating university is communicated to the students by the teachers. The teachers also introduce the students to the specific areas of which they are going to gain knowledge. The teachers of every department instruct the student that at the end of each programme, what they are supposed to obtain. The program outcomes of all the subjects are clearly made known to the students. In this regard the students' doubts and confusions are clarified by the teachers. Throughout the programme duration through various tests and examinations their attainment is assessed and suggestions for improvement are given.

File Description	Document
Any additional information	View Document

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 on website and communicated to teachers and students

Response:

Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students. The current facility is not available with the college because the college is self finance and the college have its own website but not updated regularly. The updation of college website is ongoing and it will be complete this year ,so the related outcomes and data could not be displayed on college website. The college will display all related details on their website after the website will be updated.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

The institution uses test and examination method to measure the attainment of program outcome and course outcomes. Unit tests, monthly tests and pre final examinations are taken according to the schedule set by the university is strictly followed by the institution the answer books of these examinations and tests are shown to the students and they are made known of their shortcomings and irrelevant potations in their answers. They are advised as to how they can improve their answers to any questions. The answer books of the students are valued and marks are given. Finally the year end examination conducted by the affiliating university reflects the attainment gained by the students.

2.6.3 Average pass percentage of Students

Response: 79.39

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

Response: 104

2.6.3.2 Total number of final year students who appeared for the examination

Response: 131

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Database of all currently enrolled students	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 00

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 including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

The college has only commerce department and science department is not available in college so the biological terms like Eco system is not maintain in college. So the college has not created any ecosystem because science students are not available. Other innovations like incubation center and other initiatives for creation and transfer of knowledge is not possible because we don't have an ecosystem.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
List of Awardees and Award details	View Document

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

Response: 0

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

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

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

Response: 0.03

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	00	00	00

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

1) college students collect used material ,donation from society ,faculty as well as from students and donate their collection to mentally retired children school (Nandanwan mentally retired children school Bardi nagpur)

2) zulekha college organisaed social health check up camp for students as wel as for faculty with

collaboration of Alexis Multispeciality hospital which conduct in college 30/01/2018

3) zulekha college organised a survey in near by society about environment and other sensitive data collection and with the help of this survey student give a knowledge to society people about environment safety, say no to plastic, and other information

File Description	Document
Any additional information	View Document

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 8

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
04	03	01	00	00

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 0

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

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

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 4

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	01	00

File Description	Document
Copies of collaboration	View Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 6

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

2017-18	2016-17	2015-16	2014-15	2013-14
06	00	00	00	00

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college has enhanced the infrastructure to facilitate effective teaching and learning . the college always tries to cope up with the needs and strength of students. According to the requirement of the various courses, the college has set up a policy to augment the computer lab, classrooms and library facilities. Though we are a self finance institution, college management is the only source to provide support for additional as well as up gradation of current infrastructure on regular basis. The college has ample infrastructure facilities and resources to conduct the curricular, co-curricular, extra-curricular and other activities. The development of infrastructure is in pace with the academic development of the institution. The infrastructure is used to its optimum extend and all the students have an easy access to the available learning resources. As per need sufficient infrastructural facilities are provided by the institution.

1) Details the facilities available for curricular and co-curricular activities, classrooms, seminar hall, computer lab, specialized facilities and equipment for teaching, learning and research etc.

- A multipurpose hall, computer lab and public address system is housed in the college. The academic wing has an area of 1500 sq. mts.
- The college has separate administrative office, administrator cabin, seminar hall and computer lab on first floor.
- The second floor has a college library, conference hall and 4 classrooms.
- The third and fourth floor has the 6 classrooms on each floor.
- The central library is equipped with adequate space and large no. of books, internet and other support facilities.
- Reprographic facilities and mini stationary store are available on the campus during college hours for the students. This facility is provided by college students welfare association.
- The college has NSS to conduct various activities.
- The college has a seminar hall which is available for conducting activities like debate competitions, Elocution competition, quiz competitions etc.

File Description	Document
Any additional information	View Document

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

Response:

- College has played a productive role and supportive role in grooming students, specific spaces have

been earmarked for extra- curricular activities and mode available to students.

- For various cultural activities separate outdoor arrangements are made as and when required.
- To promote sports activities the college has a MOU for play ground with jamaliya school with facilities of playing cricket, foot ball and other games. Sufficient sport material and kits facilitate sport activities.
- The college has also provided in-door for sports/ games and has first- aid centre to provide basic medical treatment for students and staff.
- Water purifiers and coolers are available.
- The college provides separate parking arrangements for students and staff.

The resources and infrastructure of the college is effectively shares to enable its optimum utilization. The college has adequate infrastructure facilities and resources to conduct the curricular, co-curricular, extra-curricular, activities. The development of the institution infrastructure is ensured and all the students have an easy access to the available learning resources. The lab and classrooms and library are available for students since morning 7.45Am. To 3.45 Pm. For their optimal use.

- Security measures :

Entire college premises including office and library are under surveillance of close circuit television (CCTV). There are in all 16 cameras installed in the college premises. This measure was taken in view of safety of the students community.

1 JANUARY 2008 college establishment date

File Description	Document
Any additional information	View Document

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

Response: 70.59

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 12

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 39.12

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.05	2.85	2.28	2.90	2.90

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
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:

- *Name of the ILMS software*
- The college is working with LIBMAN ILMS software for providing automated services to students and staff, using which students can easily find the books which they want. on the other hand library staff can easily access with students data.
- *Nature of automation (fully or partially)*
- The LIBMAN software is fully automated and no need to manual handling.
- *Version*
- The LIBMAN software used in the college is 1.0 version
- *Year of automation*
- The software automated in the year 2017-18

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment**Response:**

Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

The college is self finance, hence the funds available to college are limited and the required collection of rare books, manuscripts, social reports are not purchased. But from this session college decided to purchase the books and other knowledge resources, to improve the knowledge of students. The college is trying to raise funds for this type of activity but in current situation it is not possible for college to bought such kinds of books and manuscripts.

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 5836

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
00	21673	00	00	7507

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 4.08

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 13

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Number of computers with Configuration (provide actual number with exact configuration of each system) available

08 no. of HP Company 8200 elite SFF pc with 4 GB RAM & 320 GB Hard disk, windows 7 intel (R) pentium(R)

10 no. HP Company E5400 pc with 4 GB RAM & 320 GB Hard disk, windows 7 pentium(R) Dual core.

Acer Company IE3900 pc with 2 GB RAM & 500GB Hard disk, windows 7 intel (R) pentium(R)

And 10 No. of assembled computer

SERVER (HP Proliant ML110), Intel (R) Xeon (R), CPU- 3065 @ 2.33GHz, with 4GB RAM/ 300GB, Microsoft windows server 2003 R2

4.3.2 Student - Computer ratio

Response: 10.2

File Description	Document
Student - Computer ratio	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

Response: <5 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 100

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

2017-18	2016-17	2015-16	2014-15	2013-14
10.47	9.41	8.92	7.70	3.15

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	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:

Building: The college edifice is around 10 years old. The structural Audit is conducted periodically. Measures have been taken to strengthen and maintain the existing structure. The maintenance is done using Emergency Repairs as Necessitated in some areas. Spaces like wash rooms requires frequent upkeeps thus the washrooms have been maintained on a regular basis. External and internal painting is done on a regular basis. The last interior and exterior painting was carried out in the year 2015.

Furniture: As per the requirements of changing times, like necessity of computer trolleys, chairs, file racks, storage space for stacking assignments, examination materials etc. the college invests in the maintenance and making of the furniture.

Equipment: Regular AMC is done of the drinking water purifier to ensure safe and clean drinking water supply to the students and the staff members. The electricity related problems are resolved in- by appointed electrician in the college.

Similarly the AMC maintains the air conditioners, Close Circuit surveillance (C.C.T.V).

Computers: In-house computer technician is available to maintain and facilitate the smooth running of the computers and the peripherals in the college. New computers and their peripherals are purchased from a

shortlisted supplier to keep ourselves up to the mark with the changing requirements of time.

Safety and Security: Taking care of the safety of the students, faculty as well as the infrastructure, the college has taken measures like installing Close Circuit Cameras (CC Televisions) near all the entrances into the college, the canteen, the corridors and both the offices. The college has also invested in 24 hours security service in the college to weed out the entry of trespassers inside the college. This entire service has been out sourced. Having a foresight in control on unforeseen incidences like fires, the premises have fire extinguishers strategically located covering the entire premises. Some of the staff members have been trained regarding firefighting and how to use the extinguisher.

Computer lab technicians look after the maintenance of various computers.

For maintenance of electrical equipments such as air conditioners, photocopy machines, equipments and instruments in electronics laboratory, etc, annual service contract is given to the concerned vendor.

File Description	Document
Any 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 the last five years

Response: 8.26

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	30	18	20	05

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Any additional information	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 39.16

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
132	18	82	78	39

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Any additional information	View Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

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 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 0

5.1.5.1 Number of students attending VET year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description**Document**

Details of the students benefited by VET

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 6.86

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	09	01	03

File Description	Document
Details of student placement during the last five years	View Document
Self attested list of students placed	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 16.98

5.2.2.1 Number of outgoing students progressing to higher education

Response: 09

File Description	Document
Any additional information	View Document
Details of student progression to higher education	View Document

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

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	01	01

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

<p>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) during the last five years.</p> <p>Response: 0</p>														
<p>5.3.1.1 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 wise during the last five years</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>00</td> <td>00</td> <td>00</td> <td>00</td> </tr> </tbody> </table>					2017-18	2016-17	2015-16	2014-15	2013-14	00	00	00	00	00
2017-18	2016-17	2015-16	2014-15	2013-14										
00	00	00	00	00										
File Description	Document													
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document													

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

The college does not have any active student council & also representation of students on academic bodies/committees of the institution because the college is situated in slum area and the students doesn't have any idea about student council and other committees. We try to create interest in all these activities but students are not taking active participation and we are not able to form a student council. And for our college this is a new concept so we are studying and will surely form a student council in next session.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 11

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	14	16	07	08

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document
Report of the event	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The college is self finance and the students belongs to college are from very low income group, so the alumni association is not created and registered. College only organizes alumni meets at regular interval but not any student contributes for the development of college. And college is trying to become a self sufficient to develops itself, so college never ask students for contributing to developments. But in near future the college will going to form a alumni association and will try to provide some development activity to the students currently learning in our institution.

5.4.2 Alumni contribution during the last five years

<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**Response:** 3

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	01	01	01	00

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
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 an effective leadership in tune with the vision and mission of the institution

Response:

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 & 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 I the vision & mission statement

- Adequate & well maintained Infrastructure .
- Choices in UG programs.
- Highly qualified & experienced teaching faculty .
- Co-education.
- Freedom to participate in extracurricular & sport activities .
- Transparency in administration.
- Well maintained campus discipline.

File Description	Document
Any additional information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

Yes, The College promotes the culture of participative management. Participative

management levels are: Management, Principal, faculty, non teaching staff, students and Parents .

The College constitutes various committees for smooth functioning of day to day

activities which comprise of members of different subjects and participation of their in

decision making. Each level takes active part in the planning, implementation and

policy making of the College. The faculty is actively involved in planning and

implementing of the academic calendar and teaching plan. The planning and organization of co curricular and extracurricular activities are done by faculty, non teaching staff and students

File Description	Document
Any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Yes, the college has a perspective plan for development. The immediate plan is to make infrastructural development, augment ICT in teaching and learning, enhance research facilities and extend community engagement.

The perspective planning of the institution as follows:

- 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, tests and other curricular programs.
- 3) Various committees are formed for operations and incorporation of the institution.
- 4) To develop the infrastructure and other facilities as per the need.
- 5) To promote extensive use of ICT in all academic and administrative transactions.
- 6) To provide facilities to students to encourage their participation in extra and co-curricular activities.

7) To establish linkages with other institution and form MOUS for research and other academic activities.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

In order to cope with the changes, challenges, constraints and opportunities met from time to time statutory bodies have been supplemented by functional bodies for streamlining participation of the staff members.

- Ø The organizational structure consists of statutory body LMC and non- statutory Committees and Cells constituted by the institution. Management is represented by the nomination of 6 **members** on LMC.
- Ø Principal along with the other members of the Management and various sub- committees constituted by the management, take the decision in the best interest of the institution.
- Ø There is a good rapport and team work among the Management, Principal and all the staff members.
- Ø The policies and practices of institution in the matter of infrastructural development, faculty recruitment, and finance management, purchase of major items and evaluation of staff performance are monitored by Local Managing Committee.
- Ø Important academic activities such as research and extension activities are discussed and planned in the meetings of the faculty with the Principal.
- Ø The institution has developed its own organizational mechanism for monitoring the academic, administrative and co-curricular aspects. These are coordinated through different committees comprising staff members.
- Ø The organizational structure and functions follows the hierarchical structure.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: E. Any 1 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Academic Council Meeting

Agenda 1: Inclusion of BCOM course from this year

Explanation: It was suggested to introduce new course BCOM from this year. Legal formalities are completed. The HOD, commerce department was informed to make necessary modifications.

Resolution: - Approved

Agenda 1: Approval for the resolution of BOS for approval of CBCS pattern in academic year 2016-17.

Explanation: We have conducted Academic Council meetings and approved the curriculum for the year 2016-17 which included the CBCS (Choice Based Credit System) pattern for I to VI semesters. The college has commerce department with BCCA, BBA and BCOM

Resolution: - Approved

Agenda 2: Academic Activities proposed during 2016-17

Explanation: i. Tentative academic activities proposed for 2016-17 is submitted to the members for checking and suggestions are invited.

ii. The detailed report of academic activities conducted during the year 2015-16 is enclosed.

Resolution: - Approved

Agenda 3: Suggestions for innovations in curriculum

Explanation: Suggestions from honorable members are invited for innovations and best practices in curriculum to achieve excellence.

Resolution: - Approved

Agenda 4: To organize value-added courses for the students.

Explanation: It was suggested to conduct Value Added Course for the student, to provide students an understanding of the expectations of industry, to provide an opportunity to students to develop inter-disciplinary skills.

Resolution: - Approved

Agenda 5: Any other matter with permission with the chair

Minutes

1. Mr. Nihar Dahake welcomes the Board of Management and briefed about the purpose of the meeting.
2. Dr. John Joseph, principal of college in his opening remarks, welcomed the dignitaries and through PPT presentation briefed the gathering about CBCS pattern for BCCA, BBA, BCOM from the year 2016-17.
3. Suggestions from the gathering for innovations in the curriculum.
4. HOD briefed the Academic calendar prepared for the year 2016-17.
5. The meeting ended with vote of thanks proposed by Prof. Amita Vadalia.

Place: Nagpur

President/Secretary

Date:-20th June 2016
Management

Board of

6.3 Faculty Empowerment Strategies

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

Response:

- Loan and advance facility through college management is provided to teaching and non teaching staff as they needed and that loan is provided without interest and it can be refund by staff from their salary on easy installment basis. This welfare facility is provided by college management because it is a self finance, and funds available to the college are limited.

1) The college management provide loan and advance facility to teaching and non teaching staff without charging any interest.

2) Free education facility provided to the children of non teaching staff.

3) Compensation is provided to the family members in the form of job if any employee of college dies, for support to family member of that employee.

File Description	Document
Any 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: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of teachers provided with financial support to attend conferences,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:** 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description**Document**

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff

[View Document](#)**6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years****Response:** 5.71

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	00	00	00	00

File Description**Document**

Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).

[View Document](#)

Details of teachers attending professional development programs during the last five years

[View Document](#)

Any additional information

[View Document](#)**6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff****Response:**

The Head of the Institution communicates orally to the concerned employee whose performance is found

to be below average. The college is following performance appraisal system for teaching staff i.e. appraises the performance of teaching staff. It regularly monitors the performance by way of different methods. The college follows Ranking method of performance appraisal in which employee is compared with all others for the purpose of placing order of worth. The employees are ranked from the highest to the lowest or from the best of the worst. Another method followed by college i.e. grading method in which certain categories of worth are established in advance i.e. three categories established for employees : Outstanding, Satisfactory and Unsatisfactory. Employee performance is compared with the grade definitions. The employee is, then, allocated to the grade that best describes his or her performance.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal Audit: 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 audit objections. The compliance on some of the minor objections was made by the institution. The auditor provides report for the different conditions of the college on the basis of which college can prepare their budget and can control their cost. The cost controlled 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.

File Description	Document
Any additional information	View Document

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

Response: 17.93

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	7.35	6.38	4.20	00

File Description	Document
Annual statements of accounts	View Document
Any additional information	View Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

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

Response:

The college is self finance so institution doesn't get any funds or grants from the government. The college has to manage their funds from students fees and donations received from the individuals or private organizations. so the college has the specific strategy to mobilize the available funds for college expenses on preferable basis. After that if the funds are remain then it utilized by college for further development activities like student welfare. The funds are very limited so optimal utilisation of resources is not possible but college take initiatives to spend money for infrastructural developements, and for different learning resources.

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:

Innovative class

The college take initiative like innovative classes in which student are being thought with the help of projectors and computers. Time to time PPT presentation are conducted in the seminar hall for the students by the teachers for giving practical knowledge with the help of graphs diagrams and charts.

Time to time the pattern of class room teaching is made interesting and interacting by having group discussion and debates in classes regarding different study related topics. This help the students to learn the lesson effectively without boredom.

CCTV installation

The college campus the under the supervision of 16 high technology day night vision which are 24*7. This helps the teachers to monitors the students regularly.

It avoids any mischief to take place

File Description	Document
Any 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

Response:

Feedback :-

One of the best practice of college is feedback the college authority takes feedback from students regarding there study pattern and their level of satisfaction. Students are giving the open door policy to come and share their problems with the staff and even the management. The feedback also taken from the parents in the parents teachers meeting to help the parents to know their children well. The feedback also taken from the teachers by the management. This helps the teachers to improve in the academy progress

Counseling :-

The college takes initiative to counsel the students from time to time so that the students can open with the teachers and parents. The college hired a professional person to counsel the students who have problems regarding their nature of difficulties communication with others subject difficulties personal or career related problems. The counselor in this way help the students to come off with their problems and face the difficulties with confidence so the student can in this way excel in academy as well as non academy.

File Description	Document
Any additional information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)**Response:**

The college form a student's welfare committee for the development and welfare of students. The college has taken an initiative for carrier guidance and further education knowledge orientation. The faculty of college is participating in research programme. The students are participating different competition which improve their confidence. The college help students to face interview for their career building. The students are taking initiatives in swachha bharat abhiyan and tree plantation programme which improve their human values. Students also participate in blood donation camp organize by college which increases their social responsibility.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 4

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	0

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Response:

We at Zulekha College of Commerce, Science & Technology, Nagpur. Maharashtra, India undertake following gender equity facilities for college students.

We undertake BBA, BCCA and B.Com courses. And the details of number of girl students and boy students have already been uploaded. We can proudly announce that we have more strength of girl students than boys. We at Zulekha provide equal facilities to both boy and girl students like: safety, counseling, common room for girls, evaluation, infrastructure, sanitation, Women's Grievance Redressal Cell.

Co-head education facility: Providing equal facility for studies to girls as well as boys. Along with education, Management Scholarship is also provided to economically low background students, this gives them a chance for further education.

Safety / Security: We have CCTV camera's installed in our premises. We have guards appointed.

Counseling: Personal discussion with staff and students related to their academic, personal, physical hygiene or mental hygiene.

Participation: We provide equal opportunity to girl as well as boy students to participate in sports, gathering, competitions.

Competitions: Gender equity competitions like Debate, Poster making, Elocution, Fashion Show.

Notice Boards: Display of information/message on issues of Gender Equity. We even have posters displayed on walls of all floors.

Campus Facility: Equal access to library, laboratories, campus events, participation in sports, organizing events, role play, etc.

Placement / Internship: We provide equal opportunity to both girls and boys to submit their Resume for Summer Internship, Placement.

Sanitation: Separate toilet for girls and boys. Ladies staff and gents staff.

Infrastructure: Common room for girls.

Future scope: We at Zulekha college as under the required criteria will surely in future keep all documents uploaded on website along with complete report and photographs. We will make sure that the reports contain the details of invited guest, topics and themes if any, judges, exact date, time and venue, along with its notice displayed on notice board.

We will start seminar, short term courses or workshop on gender equity. We will conduct regular training programs for teaching and non-teaching staff. We will organize frequent visit to police station for girl students to get easy access to file complaint, if required in future.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 00

7.1.3.2 Total annual power requirement (in KWH)

Response: 20987	
File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs	
Response: 40.56	
7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)	
Response: 2028	
7.1.4.2 Annual lighting power requirement (in KWH)	
Response: 5000	
File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

<p>7.1.5 Waste Management steps including:</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management <p>Response:</p> <p>7.1.2 (3.) Waste management steps including:</p> <p>We at Zulekha College of Commerce, Science & Technology, Nagpur, are able to follow waste management practices by undertaking following steps. These practices are followed by management body, staff and students. It is carried from the establishing year of the college till date.</p> <p>The practices for Waste Management are as follows: by using A-4 size bond papers on both side. We reuse the paper in all circumstances. We ask the students also to follow the same reuse practices for paper waste. All unit test, class test are asked to write in old copies or current registers which the students are using.</p> <p>Any type of article writing, reports, evaluation or other written submissions are typed in computers and mailed to higher authority or colleagues for checking and after finalization only, the material is brought in printed form.</p>

We continuously conduct events like power-point presentation, poster making, debate, elocution, etc for students to have more knowledge on Waste Management .

We have an environmental committee in college, we organize a cleanliness drive on Swatch Bharat Abhiyaan and dispose of the waste properly after the Abhiyaan.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

We at Zulekha College of Commerce, Science & Technology are unable to practice water harvesting method in our college because we are self-financed. We are unable to practise the method as we are unable to make ourself economically stable for this facility. We at college defintely understand the importance and value for the same. There is a small problem with space, all four sides of college is surrounded by the parking space and tree plantation. We have called our engineers to help us with the solution. They have advised us with the space. we have decided how, rainy season specially can help us with the best harvesting.

Unable to put expenses currently in this method. We are planning and will surely get water harvesting method in next five years.

7.1.7 Green Practices

- Students, staff using
 - a) Bicycles
 - b) Public Transport
 - c) Pedestrian friendly roads
- Plastic-free campus
- Paperless office
- Green landscaping with trees and plants

Response:

7.1.2(5.) Green Practises:

We at Zulekha College of Commerce, Science & Technology, Nagpur, take initiatives for Green Practices like we plant trees every year in rainy season within the radius of 02 kms of college premises. We not only plant tree but we regularly go to check the growing status of these trees.

We have a canteen where from the day of its opening, we do not use plastic bags or plastic coated paper plates in any kind or form. We follow green habits.

We have 20% students in college who travel by bus from nearby locality or areas to college. As the students are underage and not having license also, they prefer this. About 15% students travel by Auto rickshaw to college and about 20% travel by bicycle. 5 % who reside nearby walk to

college.

In college premises we have trees surrounded on all four sides. Due to which we have ennumber of birds/sparrows residing in it. Our Environmental Committee & Alumni Group has placed earthen pots in summer for these sparrows. We have a gardener appointed for special care of all these trees.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 7.35

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
.60	.60	.60	.40	.40

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above**Response:** E. None of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**Response:** 4

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	01	01	00	00

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**Response:** 0

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Report of the event	View Document
Details of initiatives taken to engage with local community during the last five years	View Document

<p>7.1.12 Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff</p> <p>Response: Yes</p>	
<p>7.1.13 Display of core values in the institution and on its website</p> <p>Response: No</p>	
<p>7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations</p> <p>Response: No</p>	
File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
<p>7.1.15 The institution offers a course on Human Values and professional ethics</p> <p>Response: No</p>	
<p>7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions</p> <p>Response: Yes</p>	
<p>7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years</p> <p>Response: 00</p>	
File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties:

We at Zulekha College teach every now and then, along with our regular teaching, extracurricular activities and daily chores, we continuously remind students as if pinning headpins in headpin stand to have an accountable behavior. If you do well, you will be rewarded but if you do bad, accept it and say sorry. Have accountability of your own actions and reactions. Learn to respect and treat others kindly.

Helping them play role models is another good way of making students learn about professional ethics and values. We let them organize, manage, arrange and conduct events with merely teachers being observes and in extreme cases then guiding them. They consider teachers as role models after their family. Here we make sure that we co-operate and help in academics issues, motivate them to organize events with innovativeness and their own creativity. We encourage group work activities more and more for students to have maximum participation and confidence development.

Appreciation is another important value and professional ethic that is considered important for developing pro-social behavior, we at Zulekha College not only motivate students to take part in different activities but we reward them also for their participation. We distribute every year 20 to 25 Volunteer Participation Certificate and boost up the morale of the students.

Counseling Cell is an important part of this college, students here are immediately counseled for their best and worst acts. This counseling not only helps them with better understanding but its builds confidence, judgment, righteousness and power to believe in truth, which indirectly help students to build their human values and professional ethics to follow at business place. We display thoughts and inspirational messages on notice board and keep changing it within a period of 15 to 20 days.

Institution organizes national festivals and birth / death anniversaries of the Great Indian Personalities: Yes, we do celebrate these occasions in our college. We celebrate by conducting Essay Competition, Debate Competition, Handwriting competition.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

At Zulekha College of Commerce, Science & Technology, the college maintains complete transparency in its financial, academic, administrative and auxiliary functions. We can illustrate this by -

Financial transparency: We have a complete financial auditing every year by approved CA. It is complied by all the important processing required by Government and Taxation Dept. We have all the data maintained of audited reports of last years. We provide original receipt to students for uniform payment, college fees payment, ID card payment, clearance receipt, enrollment fees, etc.

Academic transparency: At Zulekha College, we follow all guidelines prescribed by Rashtasant Tukdoiji Maharaj, Nagpur University for both academics and extracurricular activities. We take the same amount of enrollment fee, college fees and scholarship amount that is prescribed from university. Scholarship is provided to students coming under caste category.

Administrative transparency: We have approved Principal and teaching staff to the required eligibility prescribed by University. We are always updated with Committee of Principal Selection, Staff Selection and LEC, etc. We have an annual calendar designed for our college, it is transparent to students, teaching and non-teaching staff. We have prescribed number of lectures in academics and conduct as many as extracurricular activities as prescribed by Nagpur University. We have a permanent non-teaching staff working for us.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

If asked for the two best practices successfully implemented by Zulekha College of Commerce, Science & Technology we can proudly give details as:

1). We have created a very active Student Welfare Committee where we have formed two groups. One group among them is solely responsible for canteen and all its functioning and the other group is related to stationery and Xerox machine and its functioning.

The committee members were selected by the college management and staff but from writing agenda / minutes, to budget planning, allotting duties and responsibilities, managing and purchasing were all done by the students itself. They only brought forward the ideas of marketing with very low

budget and on, no profit no loss basis.

2).The second best practice followed in our college is teaching of English Language and Soft Skill Development. We know by saying this, it appears that it is nothing special that we do. All colleges even school now a days follow the same thing.

But it is a very serious issue that we handle with utter care and concern. It is like balancing an eel on the nose for us at Zulekha College, as 90% of the students taking admission in Zulekha College are from Marathi, Hindi and English background. It is we, at Zulekha College challenge and accept the situation. We infact boost the morale of these students by insisting them and counsel them to take admission in total English medium professional Courses like BBA, BCCA or B.Com.

We not only develop their English Language Skill with a short term course in the beginning, but we prepare them with Group Discussions, Aptitude test, Personal Interview and Resume Making. We try to give a 360 degree development atmosphere to the students. We try to gap between a normal graduate and industry requirement candidate. Developing soft skills not only limits to body language, gesture, posture or hospitality but we also try to create utter discipline in these students. We try to develop time management skills in them.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Institutional Distinctiveness does not mean being different or the best. On the contrary, it assures that the college distinguishes itself from all the other work that they are doing in college for betterment and future development.

Zulekha College of Commerce, Science & Technology, distinguishes itself from peer colleges by offering an affordable, state of art infrastructure, student-centered education.

We keep on enhancing with and supportive of the college's vision and mission. We work for accomplishing the core values, promise statement and strategic goals that we have set for ourselves.

The distinctiveness of Zulekha College consists of very simple but firm steps of providing fairer sex education. We have both girl and boy students getting education with equal benefits in the college. We have equal opportunities of placement, summer internship, and participation in events.

According to the vision of Zulekha College, we have marvelously worked on women education with courses like M.ed. and B.ed BCCA, BBA and B.Com where we have maximum number of girl students. We have active Women Grieviences Cell, Redressal Cell, Girls Comman Room, Anti-bullying Cell, etc.

NAAC

5. CONCLUSION

Additional Information :

We are privileged to submit the self study report of our college anticipating accreditation first cycle in all areas of quality higher education. The present self-study report has been prepared according to the guidelines of NAAC with utmost sincerity and honesty to the best of our knowledge and belief. The institution is run by ZED Vocational Training and General Central Shikshan (ZVTGCSS) in Shantinagar Nagpur, which is founded by Dr. Zulekha Daud, a great visionary inspired by the sheer aim to provide every woman the facility of education. She believes that only education can bring the social revolution to the poor, and neglected strata of the society. She purposefully established the institution in Northern Nagpur which is surrounded by slums and poor society. The college provides healthy atmosphere for making students useful to the society and develop their self confidence so as to meet the challenges of new age. The college made remarkable progress in terms of infrastructure and learning resources. The college strives to cater to the needs of the minority students of Commerce who hail from financially weak and educationally deprived families. We try to fulfill our motto to get the students enlightened by imparting best education with modern tools and technology. We look forward to a rewarding interaction with the venerable NAAC peer team to accredit our college.

Concluding Remarks :

The institution is run by ZED Vocational Training and General Central Shikshan (ZVTGCSS) in Shantinagar Nagpur. The present self-study report has been prepared according to the guidelines of NAAC with the best of our knowledge.

All the seven criteria's of SSR report has been describe in detail with required documents.

we have tried to provide all the minute detail with the information available to us. The sincere efforts have been taken while preparing for the SSR report. We look forward to a rewarding interaction with the venerable NAAC peer team to accredit our college.