



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	HIRWAL EDUCATION TRUST'S COLLEGE OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY
Name of the head of the Institution	Mr. Sudesh Nagu Kadam
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02145-222057
Mobile no.	9011768522
Registered Email	hirwaleducationtrust@rediffmail.com
Alternate Email	principalccsitedu@gmail.com
Address	Mumbai-Goa Highway, Behind Dharia Petrol Pump,
City/Town	ChambharKhind Mahad
State/UT	Maharashtra

Pincode	402301																		
<b>2. Institutional Status</b>																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Rural																		
Financial Status	private																		
Name of the IQAC co-ordinator/Director	Mrs. Jyothi Vasantha Poojary																		
Phone no/Alternate Phone no.	02145222057																		
Mobile no.	8308379867																		
Registered Email	hirwaleducationtrust@rediffmail.com																		
Alternate Email	sonapjry@rediffmail.com																		
<b>3. Website Address</b>																			
Web-link of the AQAR: (Previous Academic Year)	<a href="https://hirwaleducationtrust.com/wp-content/uploads/2019/03/HETs-CCSIT_SSR2019.pdf">https://hirwaleducationtrust.com/wp-content/uploads/2019/03/HETs-CCSIT_SSR2019.pdf</a>																		
<b>4. Whether Academic Calendar prepared during the year</b>	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://hirwaleducationtrust.com/wp-content/uploads/2019/01/Academic-Calendar2018-19.pdf">https://hirwaleducationtrust.com/wp-content/uploads/2019/01/Academic-Calendar2018-19.pdf</a>																		
<b>5. Accrediation Details</b>																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.42</td> <td>2019</td> <td>01-May-2019</td> <td>30-Apr-2024</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.42	2019	01-May-2019	30-Apr-2024
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B	2.42	2019	01-May-2019	30-Apr-2024														
<b>6. Date of Establishment of IQAC</b>	22-Jun-2018																		
<b>7. Internal Quality Assurance System</b>																			

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Organized workshop on Research Methodology and Proposal Writing	07-Mar-2019 1	34
Organized Indradhanush Intercollegiate festival to showcase the talent of the students and to inculcate the leadership and organizational skills among the students.	27-Feb-2019 1	50
Organized Multidisciplinary workshop on	18-Feb-2019 1	14
Organized Competition on Presentation of Reports of Projects on Wetlands to raise public awareness towards wetland and to promote conversation of wetlands	12-Feb-2019 1	31
Organized seminar on Why and How to Ask Questions To understand inquiry based pedagogy of teaching for teachers.	23-Dec-2018 1	14
Organized Intercollegiate Men	04-Oct-2018 2	576
Organized training on Employability Skill Development for T.Y students under Placement cell	18-Jul-2018 20	55
<a href="#">View File</a>		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2019 0	0
<a href="#">View File</a>				

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

Yes

Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	9
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
More usage of social media to communicate various stakeholder, created WhatsApp group of parents, to keep transparent in college functioning and to provide Information about students attendance, performance of students.	
Student feedback on teaching and learning process, analyzing the report and providing suggestions to the Principal related to this survey.	
Organized study tour to Bombay Stock Exchange and RBI Monetary Museum to get basic knowledge about Stock Market as well as history of currency.	
<a href="#">View File</a>	
<b>13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year</b>	
Plan of Action	Achivements/Outcomes
Organization of "Competition of Presentation of Reports of Projects on Wetlands" to raise public awareness towards wetlands and their benefits.	The competition held on 12/2/2019 and it was kept open to the students of Secondary School, Higher Secondary School and Degree and PG Colleges and 31 participants from Gurukul Academy School, Ideal Junior College, KES Junior College, HET's JCACS College, Dr. B.A College, M.M Jathap College were participated and they learnt how to benefits of wetland and its conservation
Organization of workshop on Research Methodology and Proposal Writing" to inculcate research culture among teachers and students.	The Department of Biophysics, University of Mumbai and CCSIT, jointly organized workshop d on 7/3/2019 and 34 participants from 6 colleges were benefited. The workshop helped the participants developing appropriate

	insight in to research methodology and they learnt about writing research proposal and to publish research papers in reputed journals. The few faculties presented and published their articles.
Organization of workshop on "Innovative Method of Teaching and Evaluation" to understand the changing role of teachers in teaching-learning-evaluation process	Workshop organized on 18/2/2019 and 14 faculties of CCSIT, Attended, modern trend of motivating and engaging students in class and evaluation were discussed and faculties got idea of how to capture the attention of students while teaching.
Organization of workshop on "Why and How to Ask Question" to understand inquiry based pedagogy of teaching.	Workshop organized on 23/12/2018 and 14 faculties of HET's CCSIT actively participated in the Workshop and the faculties developed insight into the art and science of asking questions and resolved how to encourage students to ask questions and how to frame questions for evaluation of students more carefully.
Uploading of college data to the Management Information System of Higher Educational Institution(MIS) portal of Maharashtra Govt.	Online uploading procedure completed and on 13/12/2018 received certificate of the same.
Uploading DVV submission	On 10/2/2019 DDV submitted to DVV partner
Student satisfaction survey submission	20.37% students responded to NAAC SSS activity in between 11/1/2019 to 10/2/2019
Self-Study Report submission	Online Self Study Report submitted under NAAC HEI portal by IQAC team.
Encourage faculties to Participate in conference/seminar/workshop	Faculties were participated in workshop, seminar and conference.
Academic calendar 201819.	All the activities conducted according to the academic calendar
<a href="#">View File</a>	

<b>14. Whether AQAR was placed before statutory body ?</b>	No
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2020
Date of Submission	13-Jan-2020

<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	As a part of MIS, Tally software used for accounting, Library Management System (KOHA Software) for Library, MKCL portal of Mumbai University is operational for Admission and Examination, MIS and E Office portal (student on roll) of University of Mumbai to fill details of college infrastructure, student as well as staff details, AISHE portal of Govt of India used to upload student admission and result details and also staff details. Emails and What's app for daily Communication. ESSL software for staff attendance system

**Part B**

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

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

1) As per the notice and circular of affiliated university, College prepares its academic calendar and the same uploaded on the college website. 2) Orientation programme is organized every year for newly admitted students to make them aware about curriculum delivery and implementation. 3) Departments conduct meetings for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment of each teacher at the end of each Term. 4) Based on the teaching assignments allotted in the syllabus distribution, teachers prepare their "Session plans" according to the number of lectures allotted in the university syllabus for each topic. 5) Along with the traditional chalk and talk method, teachers often use power-point presentation, video lectures during the lectures to demonstrate topics. 6) Class tests/surprise test and student seminars are held after completion of a unit of the syllabus and periodic review of performance of students is undertaken 7) Field tours are organized by Departments of IT,CS BMS to ensure actual implementation of the approved curriculum 8) Special care is taken to address the problems of slow learners, advanced learners. Social net-working sites are also used by departments for interaction between faculty and students beyond the class hours 9) Remedial teaching program is arranged for the students who fail to perform satisfactorily. 10) Students/Parents/Teachers/Alumni Feedback is conducted by IQAC to improve the teaching learning process of each department

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	31/03/2019	0	NA	NA

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BMS	Management Studies	11/06/2018
BSc	Computer Science	11/06/2018
BSc	Information Technology	11/06/2018
<a href="#">View File</a>		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Information Technology	11/06/2018
BSc	Computer Science	11/06/2018
BMS	Management Studies	11/06/2018

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

**1.3 – Curriculum Enrichment**

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Enhancing Employability Skill Development Programme by Mahindra Pride Classroom and Naandi Foundation	16/07/2018	55
<a href="#">View File</a>		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Information Technology	44
BSc	Computer Science	18
BMS	Management Studies	43
<a href="#">View File</a>		

**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

## Feedback Obtained

Student's feedback is taken twice in a year. Attendance of each student is mentioned in the feedback form. Feedback is received on varied views of the college including location, office, canteen, laboratory, library, administration and academics. The points are planned according to the appropriate marks given by the students in various criteria. The Marks are given as 1, 2,3,4,5 (where 1 Poor, 2 Average, 3 Good, 4 Very Good, 5 Excellent). The Average and percentage of each criteria were calculated. The strength and weaknesses mentioned by the students are summarized. Feedback is also collected from the parents during Parent Teacher Meetings (PTMs) that are organized by each and every department of the college and also when they meet to principal. Suggestions and comments given by the parents were also taken into account for future development. The different areas where improvements required are discussed with respective committees/departments as per the Teachers and Parents Suggestion. The proposals given by the different committees and departments are discussed in GB of the college for necessary action. Feedback also taken from Alumni to improve strengths of the college are also taken into consideration for further upgradation.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BMS	TYBMS	60	25	25
BMS	SYBMS	60	24	24
BMS	FYBMS	60	55	42
BSc	TYCS	60	7	7
BSc	SYCS	60	17	17
BSc	FYCS	60	30	19
BSc	TYIT	60	23	23
BSc	SYIT	60	28	28
BSc	FYIT	60	48	31

[View File](#)

### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	216	Nil	14	Nil	14

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using	ICT Tools and resources	Number of ICT enabled	Number of smart classrooms	E-resources and techniques used
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	ICT (LMS, e-Resources)	available	Classrooms		
12	8	99	10	Nil	3
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

Mentoring session is conducted on a regular basis. The session is compulsory for every student to attend. Parameters of mentoring are based on four aspects i.e. academic, attendance, career and general. The mentors are provided with detailed information of mentee's performances in terms of academic like class test, and mid-term and end-semester exam and attendance records. The mentor keeps track of the mentee's personal development such as in co-curricular activities, discipline and career related issues. The practice of the mentoring system is evaluated by the Principal, so as to ensure quality and efficiency in practice. The grievances of the mentees are resolved by the mentor and if necessary it is forwarded to the Principal for necessary remedial actions.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
239	12	19.91

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
14	14	Nil	12	Nil

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	NA	Lecturer	NA
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	1S00151	1	10/12/2018	04/01/2019
BSc	1S00152	2	12/04/2019	15/05/2019
BSc	1S00153	3	02/11/2018	04/01/2019
BSc	1S00154	4	04/05/2019	15/05/2019
BSc	1S00155	5	30/11/2018	05/03/2019
BSc	1S00156	6	04/05/2019	19/06/2019
BSc	1S00251	1	05/12/2018	01/02/2019
BSc	1S00252	2	10/04/2019	15/05/2019

BSc	1S00253	3	31/10/2018	04/01/2019
BSc	1S00254	4	02/05/2019	15/05/2019
<a href="#">View File</a>				

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

- Class tests are conducted regularly by teachers in their respective subjects for each unit taught.
- Surprise tests are also given occasionally.
- The evaluation is also based on one minute tests, summary tests, etc., that are conducted frequently by the teachers with an objective of finding out slow learners.
- The College is affiliated to Mumbai University. The University has both internal and external evaluation components to assess the performance of students and the students are familiarized with this system during orientation at the commencement of their program.
- In the final year of the course, the students are given the opportunity to carry out projects and the quality of their presentation skills as well as the efforts taken in carrying out the project are assessed by external examiners.
- Additionally, question banks have been developed by the teachers of CCSIT and the students are given surprise tests using selected questions from these. After correcting the test papers, the students are advised to rewrite the answers.
- The slow learners are made to write answers of the questions from question bank on a regular basis and to rewrite the answers after assessment, besides the surprise tests.
- Teachers use innovative methods like asking students to summarize what was taught in a lecture or to give an application of a concept/ skill they have learnt to assess the efficacy of their teaching and the ability of students to learn.

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

- The class tests, unit tests, group discussions, etc. are conducted by every subject teacher.
- All formal tests (Internal Assessment tests for example) are accounted for preparing the Academic Calendar of each Semester.
- The assessment/ evaluation procedures are completed during regular teaching-learning in the classroom.
- Surprise tests and other techniques of evaluation are accommodated in the Academic Calendar for learning efficacy.
- The remedial coaching and co-curricular activities are considered for providing flexibility in evaluation of students.

### 2.6 – Student Performance and Learning Outcomes

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

<https://hirwaleducationtrust.com/ccsit/our-courses/>

#### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
2M00156	BMS	BMS	23	13	56.52
1S00156	BSc	COMPUTER SCIENCE	7	6	85.71
1S00256	BSc	INFORMATION TECHNOLOGY	23	16	69.57

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## 2.7 – Student Satisfaction Survey

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

<https://hirwaleducationtrust.com/wp-content/uploads/2020/05/Feedback-18-19.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	NA	0	0

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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NIL	NA	31/03/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	31/03/2019	NA

[View File](#)

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	31/03/2019

[View File](#)

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	NA	Nil	0
International	NA	Nil	0

[View File](#)

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference

Proceedings per Teacher during the year

Department	Number of Publication
NIL	Nil
<a href="#">View File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	NA	NA	2019	0	NA	Nil
NA	NA	NA	2018	0	NA	Nil
<a href="#">View File</a>						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	NA	Nil	2019	Nil	Nil	0
Nil	NA	Nil	2018	Nil	Nil	0
<a href="#">View File</a>						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	2	1	7
<a href="#">View File</a>				

**3.4 – Extension Activities**

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Plant Distribution	Hirwal Pratishthan	14	20
Water Planning Workshop	Hirwal Pratishthan	14	50
<a href="#">View File</a>			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil
<a href="#">View File</a>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government

Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	Jankalyan Bloodbank Mahad	Blood Donation Camp	2	7
NSS	Municipality, Mahad	Historical Place Cleaning	3	30
NSS	Aqua-pharma pvt Ltd., MIDC Mahad	Road Safety Seminar	4	60
NSS	Dr Prakash Wagh	Eye Checkup Camp	9	40
NSS	Yashada pune, WOTRACT	Water Planning Workshop	12	22
NSS	Panlot dept, Mahad	Plant Distribution	6	20
NSS	Hirwal pratishtan	Tree Plantation	3	38
DLLE	HETs CCSIT	Dengue Antiplastic Rally	12	100
DLLE	DLLE Department University of Mumbai	Udaan - Annual Program Of DLLE	12	61

[View File](#)

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NA	NA	NA	0

[View File](#)

3.5.2 – Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	NA	01/04/2018	31/03/2019	0

[View File](#)

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

Organisation	Date of MoU signed	Purpose/Activities	Number of
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			students/teachers participated under MoUs
Nil	31/03/2019	NA	Nil
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1.65	1.49

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with LCD facilities	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Fully	17.05	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	921	95371	107	18780	1028	114151
Reference Books	237	100901	372	75128	609	176029
Journals	274	21336	77	6770	351	28106
CD & Video	35	Nil	15	Nil	50	Nil
Library Automation	Nil	Nil	1	25000	1	25000
Weeding (hard & soft)	Nil	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	Nil	NA	31/03/2019
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

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

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	76	2	3	1	1	1	3	32	0
Added	5	0	0	0	0	0	0	0	0
Total	81	2	3	1	1	1	3	32	0

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

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

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	<a href="#">NA</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0.5	22862	0.6	53610

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

<p>Institute has well defined policy for maintenance and utilization of all its physical and academic facilities which includes use of equipments likes Water purifiers/coolers, Parking, Canteen, Ladies Common Room, Boy's Common Room, health center, yoga / meditation room, gymkhana and a hostel, Language lab. The campus has secure Wi-Fi facility for the students and staff. There is a playground for outdoor games, where also we conducts intra-collegiate and inter college competition. Students are encouraged to participate in extra and co-curricular activities and sport activities and their participation in Institutional and National competitions.</p> <p style="text-align: center;"><a href="https://hirwaleducationtrust.com/wp-content/uploads/2020/06/Maintance_policy_procedure2.pdf">https://hirwaleducationtrust.com/wp-content/uploads/2020/06/Maintance_policy_procedure2.pdf</a></p>
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#### CRITERION V – STUDENT SUPPORT AND PROGRESSION

##### 5.1 – Student Support

## 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	1) Government of India Post-Matric Scholarship. 2) Financial Asst. to needy and Financial backward class students, University of mumbai	23	397310
b) International	NIL	Nil	0
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## 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft skill development,	16/07/2018	55	Mahindra Pride Classroom and Naandi Foundation
Remedial coaching	11/01/2019	22	CCSIT, Mahad
Language lab	03/12/2018	204	CCSIT, Mahad
Yoga, Meditation	07/06/2018	70	CCSIT, Mahad
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Interview Skill Development	Nil	50	Nil	6
2019	Vikas Sawant's Academy	66	Nil	Nil	Nil
2019	Profound Edutech Pvt. Ltd, Navi Mumbai	Nil	30	Nil	Nil
<a href="#">View File</a>					

## 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual



harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	15

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	6	17	6
<a href="#">View File</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	B.Sc.CS	Science	SVPCIM, Malegaon	MBA
2019	1	B.Sc.CS	Science	ASMIBMR, Chinchwad	MBA
2019	1	B.Sc.IT	Science	Doranda College, Ranchi University	MCA
2019	1	B.Sc.IT	Science	Pillai College of Arts, Comm. & Science, Rasayani	M.Sc.IT
2018	1	B.Sc.CS	Science	Vidyaprathnan Institute of Info. Tech., Baramati	MBA
2018	1	BMS	Commerce/Management	Sahjeevan ICS College, Khed	MMS
<a href="#">View File</a>					

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

Items	Number of students selected/ qualifying
NET	Nil
SET	Nil
SLET	Nil
GATE	Nil

GMAT	Nil
CAT	Nil
GRE	Nil
TOFEL	Nil
Civil Services	Nil
Any Other	Nil
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Quiz Competition Nil	College	18
Running Nil	College	20
Drawing Nil	College	13
Rangoli Nil	College	12
Badminton Nil	College	25
Cricket Competition Nil	College	96
Cultural Programme(Tarang) Nil	College	53
Wetland Competition Nil	Local	31
Intercollegiate culture activity-Indradhanush Nil	Local	50
Intercollegiate Kabaddi Competition(Sports)Local Nil	Local	576
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NIL	National	Nil	Nil	0	NIL
2019	NIL	National	Nil	Nil	0	NIL
<a href="#">View File</a>						

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

Institute has formed a Students Council with a Class Representative and an Assistant Class Representative from each class of the three programs, each with a year degree course a General Secretary a Joint Secretary and a teacher in-charge. The Council looks into the welfare of the students. The Council members meet for at least one meeting per month and maintain minutes of the meetings. The resolutions made pertain to various activities that are planned for the students and also to discuss the requirements of the students. Through the Students Council, there is an opportunity for the students to develop

communication skills, leadership skills and organizational skills. They also maintain a relationship with the past-students of the Institution, involving them in various students centered activities. As per the mandate of the new Maharashtra Universities Act, there is student representation in the College Development Committee through which the students function as liaison between the Managing Body of the College and the students. In various other Committees of the Institution, like NSS, DLLE, IQAC, students assist the teachers and management in the smooth conduct of events. Through this sustained relationship, the students develop a better sense of belonging to the Institution and take pride in being students of the Institution. Objectives of Student Council: To enhance communication between students, management teachers.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

College has received non-financial contributions from the past students like book. The association of past students of CCSIT has been registered at the office of Assistant Register of Societies, Raigad Division, under the Societies Registration Act 1860, Clause 21 on 13/12/2018 with the registration member-Maharashtra/567/2018/Raigad. Alumni come frequently for visiting the college. They involve in college functions time to time.

5.4.2 – No. of enrolled Alumni:

17

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

2 Meetings 1-Get Together Activity

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

**Management:** The Management is in periodic communication with the Principal and discusses the plans for the Institution and their execution. The management is keen on ensuring the functioning of the institution in line with the vision, mission, goals objectives. It has set the objectives in harmony with the quality policies and shares its vision through periodic Governing Body (GB), Internal Quality Assurance Committee (IQAC) and College Development Committee (CDC) meetings. **HODs:** The heads of B.Sc. Information Technology, B.Sc. Computer Science and Bachelor of Management Studies departments in the institution keep the Principal updated on the activities of their respective departments. They contribute in the preparation of academic calendar and its execution for each semester. They ensure the smooth functioning of the teaching, learning and evaluation activities in a genial manner and as per the University directives. **Students' Council:** The Institution wishes that the members of Students' Council shared the responsibilities of organizing certain activities etc. under the supervision of teachers and Principal. Intra-collegiate activities- Competitions such as carom, chess, volleyball, running and Cultural day's celebration Program, Annual day celebration, festivals and birthday celebration of patriots organized by the students' council. Inter-collegiate activities- Students' council organized activities successfully. Such as, University level

Kabbadi Competition, CCSIT's "Indradhanush" program includes 1) Quiz Competition 2) Carom 3) Extempore Act 4) Rangoli Competition 5) PPT Presentation 6) Chess 7) LUDO PC-gaming 8) Singing Competition 9) Folk Dance 10) Fashionista

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

Partial

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	HET's CCSIT College is a constituent of University of Mumbai. Admission of students is done according to the clearly laid down policies and guidelines prescribed by the University. Admission Committee executes all schedule wise and criteria wise admission procedures as per university norms.
Industry Interaction / Collaboration	The Training and Placement Cell organized various training sessions, seminars and workshops providing to all courses of the college to fulfill the gap between student and Industries. Institution did the collaboration with placement cell.
Human Resource Management	Institution made policies for the teaching, non-teaching staff and students. Such as i) 25 concessions Concession in the fees of the wards of staff, in the other institution/s under Hirwal Education Trust. ii) To provide Provident fund facility to all teaching and non-teaching staff. iii) To provide Education Loan to teaching and non-teaching staff for improving their education, Research work and mini research work. iv) To give Salary increment to teaching and non-teaching staff who completed minimum one year in our institution. v) Teaching and non-teaching staff allowed attending conference, seminar and workshops. Duty leave and allowance facility is given to them. vi) Renewal the group insurance of students for current academic year as per suggested by University of Mumbai. vii) To make transport facility to student for participating in intercollegiate tournament, seminar and for other events and activities. viii) Short Term courses are given to students in minimum fees in college premises for student's skill enhancement. ix)

	Scholarships from government and non-government department made available for students.
Library, ICT and Physical Infrastructure / Instrumentation	The Library is updated time to time. Books and other materials are purchased as per requirement. ICT aids i.e. Projector, Smart TV, Speaker and sound system, Computer, Internet, etc. is purchased and maintained as per requirements used for teaching-learning purpose. Sufficient physical infrastructure instrumentation is provided to smoothly conduction of all courses.
Research and Development	Research committee is established in College. It motivates teachers and students to participate in conferences, seminar workshop as well as Ph.D. other research activities. Institution arranged workshop on Research Methodology and Proposal writing" to inculcate research culture among teachers and students.
Examination and Evaluation	Examination is conducted as per university norms and instructed time to time. Unit Test, Annual Term Examination, Home Assignment, Project Report, Viva-Voce, Classroom Seminar Group Discussion are evaluated at college level of Semester first to semester fourth and fifth and sixth semester exams are conducted by the University. Multiple assignments were given to students, topics were given in advance to enable them to prepare. Unit Test papers are examined shared with students difficulties resolved. Answer sheet Paper evaluation is done in college premises. Examination duty, roles and responsibilities are given to staff in advance to ensure presence of faculty during exams. Flying squads comprising of faculty ensured that use of unfair means was checked.
Teaching and Learning	Give attention on ICT teaching learning method. Group discussion and Seminar method increased. A Syllabus Monitoring System is maintained involving signatures of students obtained against lectures engaged and topic taught. Advanced Slow learners are divided in each class instructed separately. Regular feedback is taken on teaching and on the basis of analysis addressed to related teacher. For improving English and communication

	skill English Language lab lectures and Library hours for each class added in regular lectures timetable.
Curriculum Development	Curriculum is developed into Teaching Lesson Plan and action plan, Academic Calendar is prepared and various activities added, such as university level tournaments, Under NSS and DLLE activities such as anti-plastic awareness program, Road safety awareness program, field visit and Wetland conservation workshop.

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

E-governance area	Details
Planning and Development	Curriculum is developed into lesson plan and Teaching Action Plan, Feedback from Students, parents, teaching and non-teaching staff. Feedback link is made available the website of the college. Academic Calendar is prepared with educational and social activities. Whenever needed communication did with management with the help of e-resources such as E-mail and whats App.
Administration	Yearly fees, continuation and extension of Affiliation data submitted online through the muonline.org.in portal of University of Mumbai. MIS, Statistical Information and AISHE information also submitted online by the administrative staff. Various types of suggestions and reporting did time to time to management through the e-mail and whats app. Administrative staff use these resources for notifications to all stakeholders. ESSL software are using for staff attendance system.
Finance and Accounts	Tally software are using for all accounting purpose. E-payment facility made available through online banking.
Student Admission and Support	Student's applications for admission are submitted to different courses through the online admission portal of University of Mumbai. Total Admission process is executed as per university norms. E-mail id and contact numbers of all members of Anti Ragging Committee, Anti Ragging Squad and Internal Complaints Committee have been uploaded to the college website and students can communicate to the members through e-mail.
Examination	University of Mumbai sends the online

E-Question papers and practical slips through the digital portal. College downloads it in stipulated time. Internal marks, practical marks and theory marks data entry also submitted through digital portal of university of Mumbai. First year and second year class's statement of marks generated through the computerized system using tool Microsoft excels.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Rakesh Suresh Wadvalkar	NSS Mini Orientation workshop	SIES Graduate School of Technology, Nerul	504
2018	Jyothi Vasant Poojary	Trainning For NAAC	Rashtriya Uchatar Shiksha Abhiyan (RUSS) IQAC University of Mumbai	1020
2018	Rakesh Suresh Wadvalkar	NSS Planning Session	NSS Cell, University of Mumbai and KLEs Science and commerce college, Kalamboli	530
2018	Anushka Ashutosh Salunkhe	DLLE Trainning Program	Dr. C.D. Deshmukh college, Roha	290
2018	Sudesh Nagu Kadam	IQAC, FDP on Guidelines for Academic Audit	A.E.Kalsekar Degree College, Kausa, Mumbra, Thane	700

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	"Why and How to Ask	--	23/12/2018	23/12/2018	14	Nil

	Questions"					
2019	Multidisciplinary Workshop on "Innovative methods of Teaching and Evaluation"	----	18/02/2019	18/02/2019	14	Nil
2019	Research Methodology and Proposal Writing	--	07/03/2019	07/03/2019	34	Nil
2019	Water Planning Workshop	Water Planning Workshop	24/10/2019	24/10/2019	14	5
<a href="#">View File</a>						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
IQAC, FDP on Guidelines for Academic Audit	1	05/07/2018	05/07/2018	1
B.Sc.CS Sem V Revised Syllabus	1	16/07/2018	16/07/2018	1
State Level Training Programme on Empowerment of IQAC and NAAC New Guideline	1	16/07/2018	22/07/2018	1
Introduction to GST	1	21/07/2018	21/07/2018	1
NSS Planning Session	1	23/07/2018	23/07/2018	1
NSS Mini Orientation workshop	1	02/11/2018	02/11/2018	1
FDP on Quality Assurance in Higher Education Institutions	1	23/08/2018	25/08/2018	3
Training For NAAC	1	22/10/2018	24/10/2018	3



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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
10	10	8	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Free medical camp for teachers Concession in the fees of the wards of staff, who is studying in the other institution/s under Hirwal Education Trust. Advanced payment of salary to the faculty on the occasion of festival such as Diwali, illness or any critical situation in family of staff. Teaching staff allowed attending conference, seminar and workshops. Duty leave and allowance facility is given to them.	Free medical camp for non-teaching staff, Concession in the fees of the wards of staff, who is studying in the other institution/s under Hirwal Education Trust. Advanced payment of salary to the faculty on the occasion of festival such as Diwali, illness or any critical situation in family of staff. Non-teaching staff allowed attending conference, seminar and workshops. Duty leave and allowance facility is given to them.	Scholarships from government and non-government department made available for students. Short Term courses are given to students in college premises for student's skill enhancement.

**6.4 – Financial Management and Resource Mobilization**

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

**Internal Audit:** The management of the College has appointed M/s. Milan A. Devani as an internal auditor to critically scrutinize the accounts and make suggestions before finalizing these for external audit. Suggestions of the internal auditor are implemented in finalizing the accounts report. The internal audit is done periodically to make the corrections effectively.

**External Audit:** The management has appointed M/s. H.S. Modak and Associates as external auditor. The financial statements of the college including books of accounts, vouchers, statement etc are audited by the external auditor. The last audit was done for the financial year 2018-19. It was completed in 18-Oct. 2019 and the report has been submitted to the management. No major objections were raised during the last audit.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

0
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**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	Yes	M/s. H.S. Modak and Associates	Yes	D.M. Gandhi Company

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

Parents meetings are called for pursuing suggestion. Lesser attendance and slow learner students matter is discussed. Parents are participated in games cultural activities.

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

i) Seminar on "Laws for women and their rights" - <https://hirwaleducationtrust.com/wp-content/uploads/2019/03/report-wdc-Activity-1-Lecture-on-women-rights.pdf> ii) Blood Donation camp - [https://hirwaleducationtrust.com/wp-content/uploads/2019/03/BloodDonationCamp\\_Report-1.pdf](https://hirwaleducationtrust.com/wp-content/uploads/2019/03/BloodDonationCamp_Report-1.pdf) iii) Free Eye check up camp - <https://hirwaleducationtrust.com/wp-content/uploads/2019/04/FreeEyeCheckup-camp.pdf> iv) Physio therapy Training - [https://hirwaleducationtrust.com/wp-content/uploads/2019/04/PhysioTherapyTraining\\_Report.pdf](https://hirwaleducationtrust.com/wp-content/uploads/2019/04/PhysioTherapyTraining_Report.pdf)

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

Post-accreditation initiatives based on the recommendations mentioned in the Peer team report: i) Appointment of Qualified teacher and non-teaching ii) Motivate to teaching staff for NET, SET and P.hD. a) Mrs. Samidha Chandvekar passed NET exam in Computer Science. b) Mr. Sudesh Kadam pursuing for P.hD in Management. c) Mr. Rakesh Wadvalkar got approval for minor research in Computer Science from University of Mumbai. d) Mrs. Jyothi Poojary got approval for minor research in Management from University of Mumbai. iii) Green initiatives such as Water harvesting and compost pit upgraded and maintained. iv) ICT based teaching learning methods and resources updated.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Organized training on Employability Skill Development for T.Y students under Placement cell	16/07/2018	16/07/2018	07/08/2018	55

2018	Organized seminar on Why and How to Ask Questions To understand inquiry based pedagogy of teaching for teachers.	23/12/2018	23/12/2018	23/12/2018	14
2018	Feedback from alumni	07/12/2018	07/12/2018	07/12/2018	40
2019	Organized Multidisciplinary workshop on "Innovative methods of Teaching and Evaluation" for teachers to under the changing role of teachers in teaching-learning process.	18/02/2019	18/02/2019	18/02/2019	14

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on laws for women and their rights	18/08/2018	18/08/2018	36	5
Poster Presentation Competition on "Save Girl"	22/02/2019	22/02/2019	4	6
Entrepreneurship Training Program' for Girls	30/03/2019	30/03/2019	26	12

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

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

NIL

## 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	Yes	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil

## 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	Nil	30/06/2018	1	Crop Transplantation, at Chambarkhind, Mahad	Farming Techniques	45
2018	Nil	1	28/07/2018	1	Tree Plantation, Chambhar Khind, Mahad	Environment Protection	41
2018	Nil	1	11/08/2018	1	Dengue Awareness and Antiplastic Rally	Health Awareness and Environment Protection	67
2018	1	Nil	20/08/2018	1	Historic Place Cleaning	Environment Protection	33
2018	Nil	1	10/10/2018	1	Blood Donation Camp	Health Awareness	9
2018	Nil	1	23/10/2018	5	Water Planning Workshop	Environment Protection	34

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

Title	Date of publication	Follow up(max 100 words)
NA	31/03/2019	NA

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

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2018	15/08/2018	176
Teacher's Day	05/09/2018	05/09/2018	67
Gandhi Jayanti	02/10/2018	02/10/2018	59
Prerna Divas	15/10/2018	15/10/2018	48
National Unity Day	31/10/2018	31/10/2018	53
Republic Day	26/01/2019	26/01/2019	171
Costitution Day	30/01/2019	30/01/2019	89
Shiv Jayanti	19/02/2019	19/02/2019	91
Drawing Competition on Social Issues	22/02/2019	22/02/2019	13
<a href="#">View File</a>			

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

- Tree plantation and sapling distribution programs are organized by NSS.
- Rainwater harvesting system installed in college.
- Compost pit built in campus.
- E-records are maintained to reduce use of paper.
- Organize cleanliness drives on regular basis.

## 7.2 – Best Practices

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

**Best Practice Title of the Practice: MENTOR-MENTEE PROGRAMME**

**i. Objective:** The objective of Mentoring is:

- To develop all round personality of the students on progressive lines.
- To provide a continuous learning process for both the mentor and the mentee.
- To establish the mentor as a role model and to support the mentee in their personal and academic development.

**ii. The context:** Institution opted mentoring as one of the best practice because of the nature of students' background which is divided into dividing to different socio-cultural and economic diversity. Most of the students are from rural areas and first generation learners therefore guidance for all-round development of the students on academic as well as aesthetic lines is essential hence institute decided to provide mentoring. Moreover, it is aimed to associate with the institutional mission and vision statement aiming to develop students on progressive lines and encourage them for a lucid positive outlook towards life thereby making them responsible citizens.

**iii. The Practice:** Mentoring session is conducted on a regular basis. The session is compulsory for every student to attend. Parameters of mentoring are based on four aspects i.e. academic, attendance, career and general. The mentors are provided with detailed information of mentee's performances in terms of academic like class test, and mid-term and end-semester exam and attendance records. The mentor keeps track of the mentee's personal development such as in co-curricular activities, discipline and career related issues. The practice of the mentoring system is evaluated by the Principal, so as to ensure quality and efficiency in practice. The grievances of the mentees are resolved by the mentor and if necessary it is forwarded to the Principal for necessary remedial actions.

**iv. Evidence of Success:** Due to mentoring improvement in mentees communication skills, interaction and discipline, Improvement in students' attendance is visible. Also Establishment of a vibrant relationship between teachers and students takes place which has provided a congenial atmosphere in the class room as well

as in the campus. v. Problems encountered and resources required: The diversity in students' background and upbringing i.e. lack in the art of effective voicing, shyness, indifferent attitude etc. Title of the Practice: Social Activities of NSS. i. Objective: • To sensitize the stakeholders towards their social responsibilities. • To sensitize students about social, environmental issues and encourage them to take a step towards the measures for overcome those issues. • To provide a platform for students where they can think about social, environmental issues and try to overcome it. ii. The context: Urban-rural admixture of the population of Mahad to make the illiterate/semi-literate/underprivileged/tribal community people aware of the demands of society at the state/national level and reap the benefits of the facilities offered by the state/nation keeping all these things in mind NSS activities are selected. For example, Under NSS tree plantation, sapling distribution, water conservation workshop, adult literacy survey these kind of various activities are organized. NSS works to widen horizon of people in society and to include them in main stream activities. iii. The Practice: NSS participates in various activities at the college and regional level. These range from cleanliness programs conducted not only in the college but also in the adopted village to organization of literacy campaigns/blood donation camp/ special camps/surveys/rallies/observance of important days/ seminars /awareness campaigns/ tree plantation. iv. Evidence of Success: • With the help of NSS rainwater harvesting and compost pit is installed in college campus. •NSS unit organized Anti -plastic and Dengue awareness rally, Water planning workshop for sarpanch and members of Grampanchayat to create awareness about how to conserve water in their respective areas. v. Problems Encountered and Resources Required • It find difficult to regularly participate in NSS activities for the Students of Lab based subjects. •Motivating the students to participate in NSS activities is a challenge

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

<https://hirwaeducationtrust.com/wp-content/uploads/2020/03/Best-Practice-mentoring-1.pdf>

### 7.3 – Institutional Distinctiveness

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

Institutional Distinctiveness ? Institute always try to provide professional/ skill based education to students from rural area with socio-economically underprivileged population. ? Institute provides a perfect platform for students to develop their innovative skills by promoting a research based teaching and learning process. Teachers always motivate students to understand topics through research minded approach, which ensures better understanding and provides strong foundation for their future academics. ? Institute pays sincere attention towards the physical, moral and cultural development of students. ? Institute always tries to prepare students for the competitive world. Students of 2017-2018 batch have been enrolled for higher studies in various institutes. ? Institute always encourages teacher for their professional and academic development. ? Institute has adopted innovative teaching and learning methods to provide the students with the latest information technology facilities. ? Several of the students have secured good positions in the private/ Government/ semi-government establishments. ? The students are gaining progressively greater confidence not only in their skills but also in their Social responsibilities also there is visible improvement in their communication skills and discipline.

Provide the weblink of the institution

<https://hirwaeducationtrust.com/wp-content/uploads/2020/03/Institutional-Distinctiveness.pdf>

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

1) To increase the student strength in all courses. 2) To introduce post graduate course in Information Technology Department. 3) To conduct more jobs oriented certificate courses in college premises. 4) To arrange conferences. 5) To increase ICT classroom. 6) To appoint qualified teachers.