



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	MANJARA CHARITABLE TRUST'S SMT. SUSHILADEVI DESHMUKH MAHILA MAHAVIDYALAYA, KHADGAON ROAD, LATUR
Name of the head of the Institution	DR. ASHA SHIVAJI MUNDE
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02382222480
Mobile no.	9420036480
Registered Email	sdm.college123@yahoo.co.in
Alternate Email	drashamunde@gmail.com
Address	Khadgaon Road, Latur - 413 512 (Maharashtra)
City/Town	Latur
State/UT	Maharashtra

Pincode	413512																								
2. Institutional Status																									
Affiliated / Constituent	Affiliated																								
Type of Institution	Women																								
Location	Urban																								
Financial Status	state																								
Name of the IQAC co-ordinator/Director	Dr. Balasaheb Shivaji Bhosale																								
Phone no/Alternate Phone no.	02382222480																								
Mobile no.	9423720126																								
Registered Email	sdm.college123@yahoo.co.in																								
Alternate Email	basvbhosale@gmail.com																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	http://ssdmml.org/aqar/2017-2018.pdf																								
4. Whether Academic Calendar prepared during the year	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	http://ssdmml.org/wp-content/uploads/2020/03/Academic-Calendar-2018-19.pdf																								
5. Accrediation Details																									
<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>77.25</td> <td>2004</td> <td>16-Feb-2004</td> <td>15-Feb-2009</td> </tr> <tr> <td>2</td> <td>B+</td> <td>2.51</td> <td>2017</td> <td>30-Oct-2017</td> <td>29-Oct-2017</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B+	77.25	2004	16-Feb-2004	15-Feb-2009	2	B+	2.51	2017	30-Oct-2017	29-Oct-2017
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
				Period From	Period To																				
1	B+	77.25	2004	16-Feb-2004	15-Feb-2009																				
2	B+	2.51	2017	30-Oct-2017	29-Oct-2017																				
6. Date of Establishment of IQAC	01-Jan-2011																								
7. Internal Quality Assurance System																									
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Quality initiatives by IQAC during the year for promoting quality culture </div>																									

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Management Information System of Higher Educational Institution	14-Nov-2019 0	0
Blood Donation Camp	03-Oct-2018 0	7
Submission of Data for AISHE Portal	28-Dec-2018 0	0
View File		

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2019 00	0
No Files Uploaded !!!				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

1. Prepared Academic Calendar 2. Uploaded the Data for AISHE 3. Uploaded the Data for MIS 4. Motivated the teachers to participate in OC/RC/STC/Conference/Seminar 5. Motivated the teachers to undertake the research 6. Faculty completed MOOC

[View File](#)

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

Plan of Action	Achivements/Outcomes
To discuss the results of Semester First	Results discussed and informed to improve it
To arrange the NSS Camp	NSS Camp Arranged
To encourage the teachers to use audio visual aids in teaching learning process	Teachers started to use ICT Class room
To organize the Study Tour	Study Tour arranged
To motivate the students to participate in Sports events	Students participated in Sports activities
To arrange the Blood Donation Camp under NSS	Blood Donation Camp arranged
To motivate the Muslim Community students to participate in various activities	Minority Students participated in various activities arranged in college
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
CDC	26-Feb-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	28-Dec-2018
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	1. Admission Process 2. Bonafide of Students 3. Subject wise students 4. Category wise students, etc.
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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

The college designs the Academic Calendar by following the Academic Calendar of Parent University. The college successfully implements the effective delivery of the designed curriculum. The Heads of the Departments distribute the papers to be taught in accordance with the time table. The faculty members plan out the syllabus and write the chapter plan in DTR. The teachers use the ICT for curriculum development and curriculum enrichment. The teachers use the Internet facility for recent resources for effective curriculum delivery. The curriculum designed by the parent university is implemented and aligned to the Vision, Mission and goals of the institution. The college has developed the feedback mechanism from the stakeholders regarding the design and implementation of curriculum. The feedbacks are analyzed by the Heads of the Departments and IQAC. The faculty members actively participate in curriculum development workshops organized by parent university and give some suggestions. The college contributes in designing the curriculum of Distance Education Center of our Parent University.

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
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

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

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

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

	Certificate	Diploma Course
Number of Students	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
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

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

Feedback Obtained
<p>The college has the mechanism to collect the feedbacks from students, parents, alumni and other stakeholders. The College has registered the Alumni Association. The college organizes the meetings of alumni in order to obtain their valuable suggestions for the overall development of college. At the end of the academic year the feedbacks are collected and get analyzed by IQAC. The Principal calls the meeting of all the members of faculty and give suggestions as per the feedbacks. The feedbacks from different stakeholders on different academic, administrative and other affairs related to the college have facilitated and ensured us to upgrade quality management. The effect of such feedbacks resulted in library automation and availability of e-resources in library. The teachers also try their level best to improve themselves in teaching by using e-resources. The college is planning to introduce online feedback system in future.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	B.A.T.Y.	120	45	45
BA	B.A.S.Y.	120	47	47
BA	B.A.F.Y.	120	51	51
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	143	Nil	12	Nil	12

2.3 – Teaching - Learning Process

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

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

12	4	3	1	Nil	Nil
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Students Mentoring System • Prospectus Facility The institution publishes its updated prospectus every year at the commencement of the academic • Scholarship Facility The college has the facility of various scholarships as: GOI Scholarship, Minority Scholarship, Economically Backward Class Scholarship, Swaadhar, etc • Awards / Prizes The Faculty members offer the prizes to the students who secure good marks in their respective subjects. • Special Assistance The Faculty members offer the special assistance to economically weaker section students for Admission Fees, Exam Fees, Bus Passes, etc. • Facility to Students with physical disabilities The institution pays attention to physically disabled students. The classrooms are made available on the ground floor. The college has made available facility of wheel chair and ramp. Physically disabled students are provided with easy book accession in Library. Reading room is made available at the ground floor. • Support to participate in various competitions The institution motivates students to participate in competitive exams so as to make them competent enough to face the challenges of the modern world. The institution invites eminent personalities for delivering guest lectures. Necessary information regarding competitive examination is given in the classrooms. • Medical assistance The First Aid facility is available at the college campus. Our Trust runs Ayurvedic Medical College and some medical students reside in the campus so our students get benefited of medical assistance from them. Apart from this insurance of all the students is covered under the annual fees as per the directives of the State Government. • Skill development The practice of Communication skill, Group Discussion as the part of the syllabi is conducted in the regular classes. To increase the computer literacy, the institution has made computers available and has given the free access to computer lab. The computer lab is developed with 20 PC's. • Support for "slow learners": The institute identifies slow-learners through internal assessment and a separate coaching is provided to those on holidays. For the slow learner students, the Institution arranges Remedial Coaching Classes. The Parent University conducts examination twice in a year as there are two semesters • Facility of entrepreneurial skills We run English Spoken Classes to make them proficient in English language. Group discussion is the part of curriculum. The teachers are involved in student counseling. Our annual social gathering is a great opportunity for our students to display their entrepreneurial skills. 'Anand Nagari' (Fun and Food Fair) is organized by the students. • Grievance Redressal Cell Institution has formed Grievance Redressal Cell. Head of the institution is the head of GRC. The redressal committee always keeps watch on student's complaints and takes proper actions. • Anti-ragging Committee There is an anti-ragging committee. We feel proud to mention that a single instance has not been reported during the last years. As per 'Maharashtra Prohibition of Ragging Act', a formal committee is established as follows: • Alumni Association Our college has a registered Alumni Association. Membership of the Alumni Association is free.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
143	12	1:12

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
16	12	4	Nil	11

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
BA	00	T.Y. Summer, 2019	15/03/2019	29/05/2019
BA	00	S.Y. Summer, 2019	15/03/2019	07/06/2019
BA	00	F.Y. Summer, 2019	15/03/2019	14/06/2019

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

Continuous Internal Evaluation For the evaluation of the students, the college arranges internal assessment through seminars, group discussions, assignments, tests, tutorials in each semester. The shortcomings of the students are noted and they are guided to overcome their shortcomings. The college also conducts pre-university examination. The faculty conducts class room tests. The students are also evaluated through the interaction in the classrooms. The Parent University has introduced - internal assessment system i.e. Continuous Assessment (CA). The college has adopted various university reforms concerning evaluation process. The college has a separate 'Examination department'. The department conducts internal examinations and after assessment of the answer sheets, collects the assessment record. The same is submitted to the Parent University to prepare consolidated mark sheets. Along with this, the exam department also monitors University examinations.

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

Academic Calendar The college is affiliated to Swami Ramanand Teerth Marathwada University, Nanded. The university prepares Academic Calendar. The college also prepares Academic Calendar by following the Academic Calendar of Parent University and display on college website. Examinations are conducted at the end of each semester as per time table fixed by the affiliating University. We follow Academic calendar prepared by our SRTM University, Nanded which is circulated to teachers. The Exam Dept. informs students about the university notices and circulars related to the examinations from time to time through student notice board.

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)

<http://ssdmml.org/wp-content/uploads/2020/03/Student-Performance-and-Learning-Outcomes-I.pdf>

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
00	BA	B.A.T.Y.	40	36	92

[View File](#)

2.7 – Student Satisfaction Survey

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

[The college has decided to collect the Student Satisfaction Survey \(SSS\) from the next academic year.](#)

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
Major Projects	0	Nil	0	0
Minor Projects	0	Nil	0	0
No file uploaded.				

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
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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
No Data Entered/Not Applicable !!!					
No file uploaded.					

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)
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International	Economics	6	5.36
International	Public Administration	8	5.51
International	Library	2	5.5
International	Geography	6	6.05
International	Hindi	3	5.37
International	English	8	5.17
International	History	3	4.23
No file uploaded.			

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
Geography	2
English	3
History	4
Economics	2
Public Administration	2
Library	2
No file uploaded.	

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
No Data Entered/Not Applicable !!!						
No file uploaded.						

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
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	12	Nil	Nil
Presented papers	2	4	Nil	Nil
View File				

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
Blood Donation Camp	Latur Blood Bank and Blood Component, Latur - 413 512	3	4
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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
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
International Yoga Day	Yoga Club, Latur	Yoga Day Celebration	2	100
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
Nil	00	Nil	0
No file uploaded.			

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
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Yashobhumi	17/05/2018	Guidance for	15

Spardha Pariksha Margdarshan Kendra, Nandi Stop, Latur - 413 512	Competitive Examination
No file uploaded.	

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
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
No Data Entered/Not Applicable !!!			

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9141	1565081	8	1390	9149	1566471
Journals	37	245288	12	1700	49	246988
CD & Video	30	Nill	Nill	Nill	30	Nill
Others (specify)	17	98246	7	8000	24	106246
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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
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
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Existing	27	1	1	7	0	2	0	10	0
Added	0	0	0	0	0	0	0	0	0
Total	27	1	1	7	0	2	0	10	0

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

10 MBPS/ GBPS

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
No Data Entered/Not Applicable !!!	

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
340513	340513	0	0

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

Procedures and policies for Maintenance and Utilization The college has formal set of rules and regulations for utilizing physical, academic and support facilities including laboratory, library, sports, computers, classrooms, etc. The quotations are invited before any purchase and then the permission of Management is taken. The stock is verified by the concerned department time to time. Maintenance of the waste water management systems and wash rooms are maintained by worker on temporary wages. When the problem occurred in ICT Lab, the IT technician is called. The equipments like generators, water motors, pumps, fire extinguishers, other electrical appliances are also taken care by outsourcing person. The college has central library which has 9149 text books, 7043 reference books, 49 Journals, 30 CD Videos and 24 others. For the smooth functioning of central library, the library is monitored by an active Librarian and library committee. Library staff is well trained to meet stakeholders' needs and handle SOUL, OPAC and like online tools. Suggestion box is installed in the library to take users feedback. College's sports department is very active and encourages students to participate in various sports activities, along with training and coordinating various sports in the college.

<http://ssdmml.org/wp-content/uploads/2020/03/Procedures-and-policies-for-Maintenance-and-Utilisation.pdf>

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
No Data Entered/Not Applicable !!!		
View File		

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 implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

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
2019	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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

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

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	Nil	Nil	Nil
No file uploaded.					

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.A.	English	R.S.M., Latur	M.A. English
2019	1	B.A.	English	YCMOU, Nashik	M.A. English
2019	1	B.A.	English	DAC, Latur	M.A. English
2019	1	B.A.	Sociology	MBM, Latur	M.A. Sociology
2019	1	B.A.	Sociology	SRTC, Ambejogai	M.A. Sociology
2019	3	B.A.	History	MBM, Latur	M.A. Sociology
2019	2	B.A.	Political Science	MBM, Latur	M.A. Political

					Science
2019	3	B.A.	Hindi	DAC, Latur	M.A. Hindi
2019	1	B.A.	History	YCMOU, Nashik	M.A. History
2019	1	B.A.	Economics	RSM, Latur	M.A. Economics
View File					

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
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Activity	Level	Number of Participants
0	0	Null
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	0	National	Null	Null	0	0
No file uploaded.						

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

Elections and formation of Student Council are banned by Govt. of Maharashtra.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Our college has a registered Alumni Association. Membership of the Alumni Association is free. They share their opinions with principal and management on important issues. Alumni motivate our students regarding their bright career and social adjustments. Alumni also provide counseling to our students at personal level. It helps the institution in decision making also. The Institution has the rich history of the student's success and glory. We organize the meeting of alumni at the end of of academic year. There is the free interaction between the alumni and students for their bright future career. The purpose of the registration of Alumni is to have the contact of them with our running students.

5.4.2 – No. of enrolled Alumni:

50

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

5.4.4 – Meetings/activities organized by Alumni Association :

A meeting of alumni was organized at the end of academic year. We collect their feedback through the interaction between alumni and students during the meeting. Their feedback suggestions and guidance are being considered by the college authorities time to time for future plans and development. In our Alumni Association there are near about 50 alumni and they continually support to the overall development of the institute. The alumni focus on the role of individual in this competitive world.

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)

1. The college authority has given partial operational autonomy at various levels. Faculties are provided academic autonomy. Decentralized governing system is followed. Each and every department is given freedom to groom its academic planning and schedule of activities, designing and assigning/guest lectures on newly emerged issues and respective subjects. 2. The IQAC has the freedom to support the various activities organized by various departments.

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
Industry Interaction / Collaboration	We have the traditional faculty i.e. Arts hence there is no scope to interact and collaboration with industry.
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> • Our library is the knowledge resource for students and teachers. Substantial additions of the text books, reference books, magazines, periodicals and journals are available in the Library. Newspapers, periodicals and internet facilities are available • The library staff is always cooperative. • N-List is available for student and staff. • Class is ICT enabled. • A spacious, well furnished, better computer configuration and internet facility provided. • The computers with broadband internet facility are made available in the Principals cabin, office, IQAC room, library and in all departments. • Campus is made WiFi enabled. • The copier machine is made available in Library so that students can get the photocopies on cheaper rate. • Biometric attendance for staff. • The

CCTV cameras are set. • The generator, inverter facility is made available.

Examination and Evaluation

We have to follow examination time table of our parent university, Swami Ramanand Teerth Marathwada University, Nanded. We have the Examination department which actively arranges the examinations. The internal examination i.e. Continuous Assessment is done by the individual teacher. The examination pattern is semester i.e. Winter and Summer. The University and Internal Examinations are conducted under CCTV.

Teaching and Learning

• The management of the college assures adequate infrastructural facilities for teaching learning and a proper teaching learning environment. • We have well qualified and experienced faculty members. • Feedback committee has been formed and the suggestions regarding teaching and learning are given time to time. • We encourage our faculty members to use innovative teaching methodologies. • 1 ICT enabled classrooms is provided for the use of power point presentation to enhance teaching learning process. • We provide WiFi enabled campus to facility for students to use internet as a resource in their studies. • We motivate our faculty members to participate in Orientation Programme, Refreshers Courses, Workshops and SWAYAM/NEPTEL STCs, FDPs to upgrade their skills.

Curriculum Development

The curriculum is prescribed by the Swami Ramanand Teerth Marathwada University, Nanded. It is mandatory for us to follows the curriculum. The curriculum development workshops are organized and all the faculty members actively participate it and suggest their valuable modifications.

Research and Development

A research committee is working under the guidance of the Principal of the our college to motivate the faculty members for enhancing research. Faculties are also encouraged to use web sources acquiring knowledge about research. Principal of the college and research committee coordinator motivate faculties time to time for submitting research papers in quality journals and research projects to various funding agencies. The institute also encourages faculty members to pursue. One of the faculty members has submitted her Post

	Doctoral Research.
Human Resource Management	<ul style="list-style-type: none"> • Recruitments are carried out by following the procedures and regulations laid down by or Parent University, State Govt. and UGC. • Whenever required the temporary teachers in the form of Clock Hour Basis, the Joint Director of Higher Education gives the permission for recruitment. • The faculty and staff members are entitled to avail summer and winter vacations, casual leave and medical leave are granted. • Our college provides Special/Duty Leaves for pursuing higher studies • The College authority gives the permission to participate in various faculty development programmes/ workshops/ conferences. • The IQAC initiates, observes the action plans for quality improvement.
Admission of Students	The admission process of our college is very transparent and the norms of University and the Government of Maharashtra are strictly followed. The admission committee prefers the first come first admission. The Institution follows reservation policy in the process of admission.

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

E-governance area	Details
Planning and Development	Nil
Administration	Nil
Student Admission and Support	The Admission process and others related to students are made through CMS.
Examination	Online question papers delivery, online examinations forms and internal assessment marks to university.

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
2019	Dr. Munde A. S.	Contribution of Shahu Maharaj, Mahatma Phule and Dr. babsaheb	Akhil Bhartiya Marathi Shikshan Parishads Shri Shahu Mandir	Nil

		Ambedkar at National and International Levels	Mahadyalaya, Parvati, Pune	
2019	Dr. Munde A. S.	Contribution of Literati, Social Reforms Researchers and Scientists at National and International Levels	P.D. E. As Professor Ramkrishna More Arts Commerce and Science College, Akurdi, Pune	Nil
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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)
No Data Entered/Not Applicable !!!						
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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
Refresher Course	1	03/12/2018	22/12/2018	20
Short Term Course	1	19/10/2018	24/11/2018	6
Short Term Course	1	22/10/2018	27/10/2018	6
Short Term Course	1	21/01/2019	27/01/2019	7
Refresher Course	1	03/12/2018	22/12/2018	20
Short Term Course	1	21/01/2019	24/01/2019	7
Short Term Course	1	16/04/2018	21/07/2018	6
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

Nil	Nil	Nil	Nil
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6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Society (Patsanstha) 2. Group Insurance	1. Society (Patsanstha) 2. Group Insurance	Insurance

6.4 – Financial Management and Resource Mobilization

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

Institute maintains conducts internal and external financial audits regularly and systematically. The Institution has appointed the out sourcing Auditor for internal audit. The Management takes periodical review of financial position of the college. External audit is done by the Regional Office of Joint Director, Higher Education and The Senior Auditor, Higher Education after end of financial year.

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
No file uploaded.		

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Internal Academic Audit Committee
Administrative	No	Nil	No	Nil

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

1. Motivation to admit girl students to the Higher Education 2. Motivation to participate in various activities in college 3. Discussion on need of Skill based education.

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

1. The training of support is organised by Regional Joint Director, Higher Education 2. The trained technician is called to help support staff. 3. The help is taken on telephonic conversation

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

1. Faculty members started to use ICT facility. 2. The college has got ISO Certification in 2019 3. One of the faculty members has submitted her Post Doctoral Research.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
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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	Submission of Data for AISHE Portal	28/12/2018	28/12/2018	28/12/2018	Nil
2018	Blood Donation Camp	03/10/2018	03/10/2018	03/10/2018	7
2019	Management Information System of Higher Educational Institution	14/11/2019	14/11/2019	14/11/2019	Nil

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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
No Data Entered/Not Applicable !!!				

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
The college decided to establish the Solar Power System in Future.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Provision for lift	No	Nil
Ramp/Rails	Yes	5
Braille Software/facilities	No	Nil
Rest Rooms	Yes	4
Scribes for examination	Yes	4
Special skill development for differently abled students	No	Nil
Any other similar	Yes	4

facility

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	1	03/10/2018	0	Blood Donation Camp	Blood Donation	7

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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)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Shiv Jayanti	19/02/2019	19/02/2019	50
Blood Donation Camp	03/10/2018	03/10/2018	7
Mahatma Gandhi Jayanti	02/10/2019	02/10/2019	50

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

1. Energy Conservation 2. Water Harvesting 3. Efforts for Carbon neutrality 4. Plantation 5. Hazardous Waste Management 6. E-Waste Management

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices Best Practice -1

1. Title of the Practice Faculty involvement in Research activities

2. Goals

- To encourage overall research work
- To encourage and motivate teachers and students for research activities
- To develop the institution as research center
- To promote research culture among the students
- To develop, integrate and create a network of various professional agencies
- To promote and propagate education, culture, science, communication, health and healing and human rights among the masses
- To provide facilities for healthy interaction with the industry and with other universities and institutions
- To conduct workshops, discussion, seminars, conferences etc.
- To promote the exchange of information and ideas

3. The Context

The college encourages the faculties to attend seminars, conferences, workshops, interdisciplinary events and symposia in order to keep the research-temper alive in the campus. The faculties present their research papers on various topics. The faculties are encouraged to participate in research activities to enhance their research capabilities. The college has (14) recognized research guides in Marathi, Hindi, English, Sociology, History, Economics, Public Administration, Political Science, Geography, Education and Physical Education. These research guides are the members of the recognized

research centers and they are actively engaged in their research work. The faculty members of the college are constantly in touch with the Parent University. They keep themselves abreast of the latest trends and innovations in the field of their research study. The college motivates the faculty members to apply for Major, Minor Research Projects and Post Doctoral Research. Thus most of the faculties are engaged in research activities.

4. The Practice Research is the core value of Higher education. Research oriented education is the need of present situation. In order to meet this need, college has established 'Research Committee' which comprises research supervisors in the college. This committee encourages and motivates colleague teachers and students for research. The students especially of final year are asked to prepare research projects on cross cutting issues and they are guided by the faculties to complete the task. The Research Committee monitors all research issues effectively. It makes available research facilities in the college. Regular meetings of this committee are arranged to discuss important issues and communicated it to the head of the institution in order to fulfill the requirements. The faculties are encouraged to participate in seminars, workshops, symposium and conferences at state, national and inter-national levels. The faculties attend these events with their research papers. They present their papers in these events and some of the faculties attend these events as resource persons as well. The faculties are constantly publishing their research papers in State, National and Inter-national level peer reviewed journals in their respective subjects. Some of the faculties also publish their research papers in interdisciplinary peer reviewed journals as well.

11 faculties are having Ph.D., 01 has completed M. Phil and still engaged in the research activities. 11 faculties are recognized Ph. D. and M. Phil research guides. Two Minor Research Projects have been completed and two Minor Research Projects are ongoing. One of the faculties has been sanctioned study leave for Post Doctoral Research. The same faculty has also applied for Major Research Project which has been recommended to UGC but yet to be sanctioned. College runs UG programme. Since college does not have research center, our research work has limitations. It is difficult to provide advanced research facilities to the researchers due to limited resources. Library provides optimum research material.

5. Evidence of Success • Research Supervision Eight (12) faculties are research supervisors. Eleven (12) Ph.D. holders One M.Phil. holder. One is pursuing Post Doctoral Research. Presentation of research papers in Conferences/Seminars Publication of Research Papers in Various International Journals. Best Practice- 2 • Title of the Practice Yoga for health • Goal • To strengthen students physically, mentally and spiritually

The Context: It is obvious that yoga is a boon for the 'modern' man of twenty first century which has become a victim of everyday stress. In this modern world our environment is struggling for endurance and survival. We human beings suffer from more and more physical and psychological stress and strains. We cannot always control them, but can find out the ways to face them and to end this Yoga is a good creation. The aim of yoga is achievement of physical, mental and spiritual harmony. Yoga is an internal expedition that creates awareness and understanding of own self and leads the doer to self transformation. In other words, it is an art of controlling one's mind, body, breathe and unlocking the hidden potential energies. Many human beings are so busy with their personal lives that they have even forgotten the correct way to breathe. Yoga is the only technique through which the body of any human being can be healthy without any trainer, equipment and medicine. • The Practice Breathing plays an important role in Yoga. Most importantly, breathing in and out through the nose into the belly. 'Dirga Pranayama' is called the three part breathe. The breathe is continuous, inhaled and exhaled through the nose. The inhalation starts in the first position, the low belly then moves to the second position, the low chest then to the third position, the low throat. Breathing in asana is our natural tendency which is to hold the breath or use stress induced breathing

while holding a posture, especially in a challenging pose. There are several ways to breathe in asana. Dirga pranayama, Ujjiaj pranayama and Kapalabhati Pranayama are popular ways of Yoga practice. It is suggested to end the yoga practice with Shavasana, resting on one's back and consciously relaxing one's body for 5-15 minutes. Yoga books, Yoga DVDs, Yoga CDs, Yoga mat, Yoga props, Yoga music CDs and Yoga clothing make the practice smooth and easy. There are three ways to increase the intensity of one's practice: 1. Hold postures for longer and longer periods of time 2. Slowly build your practice up to more advanced and challenging postures 3. Move quickly between postures. Practicing more frequently with shorter practice times will yield greater results than practicing less frequently with longer practice times. Yoga is not a destination. It's a journey. Mastery of the asanas is not the goal of the practice it is the result of it. We must approach our practice with zeal—the tapas the Sutras teach us to sustain a practice over a lifetime. • Evidence of Success The students, staff members and citizens attending class have become health conscious. They have been benefited by the class regarding improvement in physical flexibility, strength, posture and breathing and lung capacity. • Problems Encountered and Resources Required • Problems Encountered: Some of the problems encountered as follows: ? As ours is the women's college initially, a few students turned towards the yoga class. But later on the strength is increased. ? Students often come to yoga class with enthusiasm but the strength is slightly reduced after some days. ? If the students are increased, it becomes costly to hire yoga trainers. ? It is difficult to find enough time to practice yoga due to hectic schedule ? Due to strength the trainer cannot give personal attention some time. ? It is difficult to make an arrangement of tools for all the students with limited recourses. ? Outdoor yoga classes which are conducted in summer season have certain limitations in rainy season. • Resources required The following resources are required for yoga classes: ? Comfortable workout clothes such as leotard and tights, shorts and a T-shirt, or a sweat shirt and sweat pants. ? A supportive sports bra for women. ? Sticky Mat ? Foam Block ? Yoga Belt ? Towel • Notes: Yoga is a multidimensional aspect and its scope has increased in the modern life. Yoga is a boon for the 'modern' man which has become a victim of everyday stress. Today, yoga is a worldwide phenomenon. It is necessary that yoga must be made an integral part of our educational as well as health care systems. If our masses practice yoga, they will be physically, mentally and spiritually healthy. Hence, there is an urgent need to promote yoga among the human beings. Keeping this in mind our college runs yoga class for students, staff and stake holders. Yoga class is conducted in two sessions. In the morning session men and women residing nearby college attend yoga class regularly. It starts at 5.00am in the morning and lasts up to 6.40 am every day. Those who are regular to the class feel relax and comfortable. Teaching and non-teaching staff and some students also attend it. Many health conscious citizens are attracted towards this practice. It has been practiced for the last five years. In Memory of Late Vilasraoji Deshmukh, Founder Chairman of the institution, Ex Chief Minister of Maharashtra, 'Yoga Camp' for Five days is organized. Yoga experts are invited for the event.

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

<http://ssdmml.org/wp-content/uploads/2020/03/Best-Practices.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

INSTITUTION'S DISTINCTIVE CHARACTERISTICS Vision: QUALITY EDUCATION FOR WOMEN EMPOWERMENT Mission: TO ENABLE THE GIRL STUDENTS TO STRIVE AND THRIVE IN SOCIETY The institution tries to cultivate the moral values through education.

The Institution celebrates birth and death anniversaries of national heroes and implements the national programmes. The Institution, Manjara Charitable Trust, Latur has been established in 1988 under the guidance of Late Hon. Vilasrao Deshmukh former Chief Minister, Maharashtra State and the College started in June 1990 with the vision 'Quality Education for Girl Students'. Though the Institution does not have the freedom of framing the curricula, the Management tries to offer the complete freedom to implement it. The Management, Principal and the Faculty Members try their level best to think about the Vision, Mission, Goals and Objectives of the Institution. The well infrastructure facilities including spacious classrooms with smart boards, recent educational material, computers, internet facility, library, staff room, Teaching aids, drinking water etc. are provided for the effective implementation of the curricular and extracurricular activities. The institution continuously tries to enhance the quality of education with the use of e-content development and recent referential material useful for teaching learning. The regular meetings are arranged and all the departments are encouraged to do so. The focus is also on transparency of administration. At the beginning of the academic year, the authorities of college held the meeting and plan the quality policy for smooth functioning of college. The institution has formed the Local Management Committee in college. The members of this committee are from teaching, non-teaching staff and from the management. The Principal interacts personally with all the stakeholders like the faculty, the non-teaching staff, the students, and the guardians. It plays an important role in development of the institution. The management has given the authority and provided operational autonomy to the Heads of the institution for the administration and monitor the activities in the institution. The administration of the college is decentralized. The principal conducts the meetings focusing on curricular, co-curricular and extra-curricular activities. Principal assigns various activities to the heads and faculty. The HOD's and faculty are given complete freedom to implement the activities. The Heads of the Departments conduct departmental meetings and make the effective implementation of their ideas and decisions. The college promotes a culture of participative management. For the smooth and effective functioning, the management has framed Local Management Committee (LMC) including teaching and non-teaching staff as per the norms of university act. • The Local Management Committee considers the issues forwarded by the Principal and takes the decisions. • Principal as the President of Student Council represents the issues regarding students in local management committee. • The important suggestions regarding institutional development are conveyed through regular staff meetings via Principal to the Management for necessary action. • Regular meetings of Student Council are organized by the Principal for the feedback and suggestions from the students for better implementation. • Management also actively participates in the parent-student meetings.

Provide the weblink of the institution

<http://ssdmml.org/wp-content/uploads/2020/03/INSTITUTION'S-DISTINCTIVE-CHARACTERISTICS.pdf>

8.Future Plans of Actions for Next Academic Year

Future Plans of action for next academic year 1) To organize the Seminar on AA Audit 2) To organize the Conference on IPR 3) To motivate faculty members to submit research proposals 4) To augment infrastructural facilities 5) To start SSS 6) To motivate the faculty members to publish research papers 7) To promote the Associate Professors to submit the Proposals for promotion under CAS for Professor.